

ADMISSION AND ORIENTATION



HANDBOOK

AUSP THOMSON
SATELLITE CAMP
THOMSON, ILLINOIS

MAY 2015

INTRODUCTION

Since you have been committed to the custody of the Attorney General, the Federal Bureau of Prisons (BOP) has designated you to this facility. Our goal is to make this a safe and clean environment for both staff and inmates. However, to do this, we need the cooperation of everyone. Therefore, we have prepared this Admission and Orientation (A&O) Booklet so you may learn more about this institution, its policies and procedures.

This booklet is designed to give you a brief overview of this institution and the services that are available to you. It outlines your rights and responsibilities during your stay at Satellite Camp (SCP) Thomson. Many of the topics will be discussed during the A&O lectures.

The orientation and classification process will take approximately 30 days. During this time, you will attend lectures by staff regarding programs and services of various departments. You will also receive a case management, medical and mental health screening.

During your confinement, we encourage you to ask questions or submit an Inmate Request to Staff Member (BP-148 (70)) outlining your concerns. Staff will assist you any way they can. If they are unable to answer your question(s), they will find the answer for you or direct you to the appropriate staff member. We encourage you to develop goals which will make a positive difference in your life. You may want to consider participating in the programs offered by the Education Department. You should begin planning for your release now. Your Unit Team will provide you with the assistance necessary to prepare for your return to society.

D. Hudson
Warden

ADMISSION AND ORIENTATION

Admission

When you first arrive at SCP Thomson, you will be processed in by the Receiving and Discharge (R&D) officer on duty, a medical staff member and a Unit staff member. In general, this process involves obtaining a synopsis of your social and medical history, filling out identification forms and completing personal property inventories. Additionally, during the admission process, you will be issued an inmate identification card necessary for commissary, trust fund and inmate telephone system transactions. **You are required to carry this card on your person at all times.**

Orientation

The purpose of the A&O Program is to familiarize you with the programs and operating procedures of this institution. The A&O lectures will ordinarily be held in the SCP Visiting Room on the first Monday after your arrival to your assigned Unit.

UNIT MANAGEMENT

Camp Administrator - Responsible for the overall operation of the SCP.

Unit Manager - The Unit Manager is the administrative head of the Unit and oversees all Unit programs and activities. He or she is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the team, reviews all team decisions and ordinarily chairs the Unit Discipline Committee.

Case Manager - The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. He or she is responsible to report to the Unit Manager on a daily basis. The Case Manager serves as a liaison between the inmate, the administration and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

Correctional Counselor - The Counselor provides counseling and guidance for the inmates of the Unit in areas of institutional adjustment, personal difficulties and plans for the future. He or she plays a leading role in all segments of Unit programs and is a member of the Unit Team. The Counselor is the contact person for telephone issues, visiting procedures and/or administrative remedies and is the individual to approach for daily problems. The Counselor is a frequent member of the Unit Discipline Committee.

Unit Correctional Officer - Responsible for all correctional supervision within the housing Unit. Many times, he or she will be the only staff member on duty and available to address questions and/or concerns in the housing Unit.

Unit Secretary - The Unit Secretary performs clerical and administrative duties for the Unit staff.

****Please be aware that both male and female staff routinely work and visit inmate housing areas.****

Communications

Ordinarily, there is a Unit staff member available each day of the week and most evenings until 9:00 PM. The Unit bulletin boards contain written communications of interest. The Unit Manager may utilize Town Hall meetings at his/her discretion to foster improved communications. Trulincs, BP-148-Inmate Request to Staff Member (Cop-out), email to staff and office hours are also available for inmates to contact staff.

Attorney Phone Calls

If an attorney desires to speak to you, the attorney will contact Unit staff via written correspondence or telephone and request that you return the call. Legal calls placed on staff phones will not be monitored. Attorney calls will not normally be restricted if legitimacy can be verified and the attorney/client procedures listed above are adhered to.

You must provide documentation of an imminent court deadline or justify why written correspondence is not sufficient. Attorney calls will be approved in advance by the Unit team and it will be the Unit team's responsibility to assist you with such calls. Inmates are responsible to pay for their own legal phone calls. Legal calls made on the TRUFONE System are recorded automatically. If an inmate places a legal call on the TRUFONE System, he is authorizing the Bureau of Prisons to monitor the call.

Attorney Visits

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

Contact your Unit Team to arrange an attorney visit. During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described below. You are expected to handle the transfer of legal materials through the mail as often as possible.

PROGRAMS

The following programs are initiated or monitored by Unit Management. You may submit an Inmate Request to Staff Member form or see your Unit Team for assistance.

Central Inmate Monitoring Program

The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release and participation in community activities of inmates who pose special management

considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be notified by their Case Manager. Inmates in this category who apply for community activities should apply in ample time to allow the institution to obtain necessary clearances from the appropriate office.

Community-Based Residential Programs

The community-based residential programs available include both typical community corrections centers and local detention facilities. Each provides a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling as well as alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's gross income.

Most Bureau of Prisons community-based programs are provided in Residential Reentry Centers (RRC's). These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community.

RRC's are used primarily for three types of offenders: those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live and reestablishing family ties; those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision; and those serving short sentences of imprisonment and terms of community confinement. Each RRC now provides two components within one facility, a pre-release component and a community corrections component.

The pre-release component assists offenders making the transition from an institutional setting to the community or as a resource while under supervision. The community corrections component is designed as a punitive sanction. Except for employment and other required activities, the offenders in this second, more restrictive component, must remain at the RRC where recreation, visiting and other activities are provided in-house.

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the Community Corrections component in a RRC, serving to facilitate the transition from the institution to the community.

Commutation of Sentence

This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for Federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms that are available from the assigned Unit Team. The rules governing these petitions are available in the Law

Library.

Cost of Incarceration Fee

In 1992, Congress enacted Public Law 102-395, requiring the Attorney General to establish policy and procedures to collect fees for incarceration costs. This policy applies to prisoners who are convicted in United States District Courts and committed to the custody of the Attorney General at any time; however, prisoners must begin serving a period of incarceration on or after January 1, 1995 in order to be subject to this policy. Unless exempted, the Cost of Incarceration Fee (COIF) is a financial obligation that sentenced inmates are encouraged to satisfy as soon as possible. Fees generated shall be used to "enhance alcohol and drug abuse prevention programs." Collection of the COIF should be viewed within the larger context of the Inmate Financial Responsibility Program (IFRP).

Escorted Trips

Bedside visits and funeral trips may be authorized for inmates in lower custody categories, when an immediate family member is seriously ill, in critical condition, or has passed away. The number of officers necessary to escort the inmate is dependent upon the inmate's custody classification. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions when an escorted trip is not approved, even when all policy-required conditions have been met. These decisions are influenced by several factors. If the determination of the perceived danger to the Bureau of Prisons' staff during the proposed visit is too great or security concerns about the individual inmate outweigh the need to visit the community, the trip will not be approved.

Executive Clemency

The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full" or "partial" depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed upon it or it can be "absolute" which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (a reduction of sentence imposed after a conviction) and a reprieve (the suspension of execution of a sentence for a period of time). You should contact your Case Manager for additional information regarding this program.

Financial Responsibility Program

Through the Inmate Financial Responsibility Program (IFRP), you are required to demonstrate a responsible effort and attitude toward satisfying your identified court-ordered financial obligations. During initial classification and subsequent program reviews, the Unit Team will evaluate your financial obligations and establish a financial responsibility plan regarding payment. Obligations will generally include: court-ordered fines, assessments, restitution, court costs, other government obligations, state or local court obligations and child support.

The financial responsibility plan must reflect a "responsible effort" toward addressing the financial obligation. Allotments will be withdrawn from performance pay and community resources to satisfy financial obligations. Refusal to participate in the FRP will result in removal from maintenance pay and may preclude you from other programs and activities. Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payment for a non-committed fine or cost is not required for release from prison or transfer to a contract RRC.

Freedom of Information/Privacy Act of 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, 5 USC 552.

Furloughs

A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal, other Federal or state agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the furtherance of a legitimate correctional goal. Ordinarily, inmates with a history of violence will not be granted social furloughs. You may address furlough requests at your scheduled Program Review (TEAM).

Residential Reentry Center Transfers

Inmates who are nearing release and who need assistance in obtaining a job, residence or other community resources may be transferred to a community corrections program. The Bureau's Residential Reentry Management Branch, within the Correctional Programs Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, state and local governments and the community.

Located strategically throughout the country, the RRM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate Regional Administrator. Community programs have three major emphases: residential community-based programs provided by RRC's and local detention facilities; programs to provide intensive nonresidential supervision to offenders in the community; programs that board juvenile and adult offenders in contract correctional facilities.

Inmate Access to Central Files

You may request review of disclosable portions of your central file. Your request must be submitted in writing on an Inmate Request to Staff (Cop-out) form to your Case Manager.

Inmate Access to Other Documents

You can request access to the "Non-Disclosable Documents" in your central file and

medical file or other documents concerning yourself that are not in your central file or medical file. To do this, you must submit a "Freedom of Information Act Request" to the Central Office, Office of General Counsel, Freedom of Information (FOI) Section, 320 First Street, NW, Washington, D.C. 20534. Such a request must briefly describe the nature of records requested and approximate dates covered by the record. You must also provide your registration number and date of birth for identification purposes. A request on behalf of an inmate by an attorney, for records concerning an inmate will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

Legal Copies

In accordance with institution procedure, you may copy materials necessary for your research or legal matters. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of free duplication to the Unit Team.

Marriages

If you wish to be married while incarcerated, the Warden may authorize you to do so under certain conditions. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses. You may submit a written request to your Counselor.

Parole

Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term sentence. Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: inmates sentenced before September 6, 1997 and inmates with a minimum parole eligibility of ten years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager prior to the time of the scheduled parole hearing. This waiver will be made part of the Parole Commission file and the inmate's central file.

All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a Parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings every two months at this institution.

Application to the Parole Commission for a hearing is the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from your Case Manager.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiners must be confirmed by the Parole Commissioner. This confirmation usually takes three to four weeks and is made through the mail on a form called a "Notice of Action." This decision may be appealed by the inmate. Forms for appeal may be obtained from your Case Manager.

If granted a presumptive parole date (a parole date more than six months following the hearing), a Parole Progress Report will be sent to the Parole Board three to six months before the parole date. Parole may be granted to a detainer or for the purpose of deportation. The inmate should have an approved residence and approved employer before being released on parole.

Program Reviews

Program review meetings will be held every 90 to 180 days. These meetings are held by the Unit Team to review programs, work assignments, transfers, custody, institutional adjustment, etc. You will be placed on call-out and a team docket will be posted.

Release Planning

An approved release plan consists of an offer of employment and a place to reside. The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, wife, friend, YMCA, etc.). The proposed release plan is thoroughly investigated by the U.S. Probation Officer and must be approved. The parole plan is part of the material which is submitted in connection with the parole hearing. The Unit Team submits the inmate's release plans to the U.S. Probation Officer approximately three to six months before the scheduled parole date.

Selective Service Program

Males are exempt from the Selective Service registration requirement while incarcerated. However, if you are released before the age of 26, you will be required to register. You may contact the Unit Team for registration procedures.

Team Participation in Parole Hearings

The Case Manager prepares progress reports with input from the Unit Team and compiles other information in your central file for presentation to the U.S. Parole Commission or other appropriate agencies. Your Case Manager will ordinarily be present at your parole hearing. The Case Manager's function at the hearing is to assist the parole examiners, not to act as a staff representative for the inmate.

Treaty Transfer

In December 1977, the United States entered into its first treaty (with Mexico) for international offender transfer. Since that time, the United States has entered into treaties with a number of other foreign countries. Generally, a treaty provides for a non-citizen, convicted of a crime and sentenced to imprisonment or some form of conditional release (probation, parole, etc.) in another country to be transferred to the individual's country of citizenship for sentence completion. While the term "prisoner-exchange" may be used, most actions under this Program Statement will be transfers and not offender for offender exchanges.

The Unit Team can inform you if your home country has signed this kind of agreement with the United States and how to apply for transfer.

Violent Crime Control Law Enforcement Act

Section 20417 of Public Law 103-322, signed by the President on September 13, 1994 (18 U.S.C. § 4042(b)), requires the Bureau to notify state and local law enforcement officials at least five days prior to releasing to Supervised Release, probation or parole, prisoners who have been convicted of a drug trafficking crime or a "crime of violence."

Work Assignments

Upon completion of the A&O process, you will be given a work assignment by your Unit Team based on institutional needs and your specialized skills. You will remain at this assignment for a minimum of 90 days. A change in your work assignment must be authorized by the department head releasing you from the old assignment and by the department head accepting you to the new assignment. You may request the appropriate form from your Counselor.

UNIT RULES AND REGULATIONS

1. Official Counts:

There are five Official Counts every day at 12:00 AM, 3:00 AM, 5:00 AM, 4:00 PM and 9:30 PM, plus a 10:00 AM count on Saturday, Sunday and Federal holidays. Inmates will be in their rooms during all counts. The 4:00 PM, 9:30 PM, and the 10:00 AM count will be a "stand-up-count." Inmates will stand by their bed in plain sight of the officer. Correctional Services will conduct Picture Card count at infrequent times.

Do not distract those counting by talking or moving about. All radios and television sets will be turned off. When you are on out-count (for example, on kitchen duty, etc.) respond quickly and accurately if asked for your name and register number so the out-count can be promptly reported. At no time will inmates be counted in the television rooms.

2. Wake Up and Quiet Time:

General wake-up for all inmates is 6:00 AM. The Unit is called to breakfast by Correctional Services on the basis of a rotating schedule. The Officer will announce breakfast when notified, and the Message Center will announce meal times. Inmates are given a reasonable amount of time to leave the Unit if they desire breakfast. It is the inmate's responsibility to leave the Unit for work. Late sleepers who are unable to report to work on time are subject to disciplinary action. Work call will be at 7:35 AM Monday through Friday. Recall is at 3:15 PM daily.

Quiet time in the Unit is at 12:00 AM to 6:00 AM.

3. Smoking:

Smoking is prohibited in all areas of SCP Thomson. All tobacco items are contraband and possession of any of these types of products will result in disciplinary action.

4. **Sanitation:**

Inmates are informed of the rules regarding the maintenance of their individual rooms through the inmate A&O Handbook, the Unit A&O program and referencing the rules posted on the Unit bulletin board. The following areas will be inspected:

- Floors - Clean (swept and mopped), no blankets or towels on floor
- Walls - Clean and free of posters, marks, etc., dusted and wet wiped
- Beds - Made properly and items stored neatly underneath
- Lockers - Dusted and wet wiped, clean and free of papers, etc.
- Desks - Clean and orderly, books stacked neatly
- Lights - Dusted and free of property hanging or sitting on top
- Vents - Dusted, clean and unblocked
- Windows/Ledges - Clean, no items on window sill, ledges or taped on window
- Waste Basket - Cleaned and emptied daily
- Chairs - Clean and free of markings
- Furniture - Dusted, clean, free of property, tape, unauthorized items

If a room receives a "failed" inspection, both occupants may lose their room assignment, administratively or through the disciplinary process.

5. **TV Room Schedule:**

Sunday through Saturday: 6:00 AM to 11:45 PM

Any time staff determines a television was purposefully damaged or made inoperable, all television rooms will be closed at the discretion of the Unit Manager. Disruptive conduct, poor sanitation and excessive noise in the television areas may result in termination of viewing privileges. Inmates must use headphones to listen to the television. The television rooms are general viewing on a first come basis.

6. **Telephones:**

There are inmate telephones located in each Unit. All telephone calls will be limited to 15 minutes. Your telephone privileges are administered through the Inmate Telephone System (ITS). Subject to available funds, you will be allowed to make calls to any number on your phone list. In the event the phone privilege is abused, calls may be limited to specific numbers or phone privileges may be denied. No third-party telephone calls will be permitted. In general, unrestricted usage is allowed except when unusual or emergency conditions exist. The phones are turned on at 6:00 AM daily.

The BOP reserves the authority to monitor (this includes recording) conversations on any telephones located within its institutions. Legal telephone calls are not monitored.

The daily monitoring is to preserve the security and orderly management of the institution and to protect the public. Your use of institution telephones constitutes consent to this monitoring.

Phone Hours:

Sunday through Saturday: 6:00 AM to 11:30 PM (excluding count times)

7. **Showers:**

Monday through Friday: 6:00 AM - 7:30 AM and 9:30 AM - 9:15 PM. All showers will be closed 7:30 AM to 9:30 AM for cleaning.

Saturday, Sunday & Federal Holidays: 6:00 AM - 9:15 PM (excluding count times)

8. **Rooms:**

Monday through Friday, rooms must be clean and ready for inspection from 7:30 AM to 4:00 PM. Saturday, Sunday and Federal holidays, rooms must be clean. Rooms will be arranged as depicted in the picture posted on the bulletin board in the Unit.

Pictures, cards, notes, etc. will not be posted anywhere in the room or inside lockers.

Letters, books, photographs, newspapers and magazines will be limited in the number that can be stored in the locker or the desk provided in each room and in accordance with National Program Statement and local policy for Inmate Personal Property. Clothing may be placed on the hangers provided. Laundry loops must be hung up on the beds or hangers.

Beds are to be made daily with a six to 12 inch collar on the top sheet as depicted in the picture posted on the bulletin board. Inmates off-duty, on vacation, or on medical lay-in may lie on top of the bed; however, the bed must still be made at the prescribed time. Shoes and laundry detergent are authorized to be placed under the bed.

Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty containers may not be used as drinking containers and are to be thrown away.

9. **Room Assignment:**

The Correctional Counselors will designate all room assignments.

10. **Windows:**

No items will be placed in the outer windows.

11. **Visitation:**

Visitation by inmates from other Units is prohibited.

12. **Personal Property:**

Personal property items such as books may be placed on the desk; however, these

items must be placed neatly and may not exceed five per inmate. No items will be stored on the top shelf of the desk. The only items allowed on the locker are an alarm clock and a religious book. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the locker.

Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard. Locks may be purchased from the institution commissary to secure property stored in the locker.

An inmate may not own or possess more than one approved radio and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have value exceeding locally established limits. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with the inmate's name and register number. Only walk-man type radios are permitted and headphones are required at all times.

Inmates are authorized a plain wedding band, without stones. With approval an inmate may also possess a religious medal. Please refer to Program Statement 5580.05, Inmate Personal Property for property limits.

13. **Hobby Craft:**

Hobby craft items maintained in the housing Unit must be approved by recreation staff and Unit Manager.

14. **Clothing:**

(a) General Rules: Shirt or jacket collars must be left out - cannot be rolled under. Shoes must be laced and tied and pant legs must be worn over the outside of the shoe. Excessively tight or loose fitting clothing (no sagging/dragging) will not be worn in any area of the institution. Personal or institutional clothing will not be altered in any manner, i.e., writing, sewing, cutting, etc. In addition, clothing items shall be worn only for their intended purposes, i.e. clothing will not be used for headgear.

(b) Shower caps may only be worn in the shower or individual rooms. Nylon "skull-caps" are not permitted outside the housing Unit.

(c) Monday through Friday, 7:30 AM to 4:00 PM, inmates must wear only institution issued clothing with the exception of inmates relaxing in their Unit or participating in specified recreation programming noted below. This includes: white tee shirt, green shirt (tucked in), green slacks, belt, socks, and work boots (with the exception of those carrying soft shoe permits). Shower shoes are for showers only. After hours and on the weekends, recreation clothing is permissible in all areas of the SCP. Shirts are to be worn at all times.

(d) Inmates participating in recreation programs, in recreation areas only, may wear recreation clothing including sweat pants, shorts, tee shirts and athletic shoes. **Shirts must be worn at all times in all recreation areas.**

(e) Shirts are to always be tucked in while in food service, seven days per week. Muscle shirts may not be worn in Food Service. Only approved religious headgear is approved for wear in Food Service areas.

Inmates working in Food Service are to be in full dress uniform as noted in section 14a.

(f) Exceptions to casual after hours attire include all work assignments, scheduled programs and visiting. Inmates reporting to any work assignment should be dressed as noted under the first section of 14a.

15. **Personal Clothing:**

It is your responsibility to keep all your personal clothing clean. An accumulation of dirty clothing could result in disciplinary action. Inmates are provided laundry service. Alterations of institution or personal clothing are not authorized.

16. **Laundry:**

Inmates are issued three laundry loops for clothing. One loop will be for spruce green pants and shirts. Another loop will be for underwear and t-shirts. The third loop will be for any personal clothing (t-shirts, sweatpants, and sweatshirts).

The institution Laundry Department will accept linens (sheets and pillowcases) on a one-for-one exchange. Laundry days/hours are on Monday, Wednesday and Friday, from 6:15 AM to 7:15 AM, and again from 11:00 AM to 12:00 PM.

17. **Legal Materials:**

Ordinarily, legal material will be stored in the locker located in the room. Inmates requiring additional storage space for legal material will contact their Unit Manager.

A locker will be provided and kept in a storage room within the Unit if authorized by the Unit Manager. The inmate will provide a combination lock. The inmate's name and register number will be placed on the locker.

18. **Contraband:**

Each inmate will be held accountable for any unauthorized item located in their individual locker. All occupants of a room will be held accountable for any contraband discovered in the common area of the room.

19. **Noise:**

Any noise above normal discussion level is prohibited throughout the Unit.

20. **Horseplay:**

Horseplay will not be tolerated in any area of the institution.

21. **Shakedowns:**

Inmates are subject to pat search, trans frisker, and/or visual search at any time. Rooms are also subject to search at any time.

22. **Coffee Cups:**

Coffee cups may be taken to work details; however, they are not authorized at mainline.

23. **Stairs & Walls in the Unit:**

Sitting on the stairs is not authorized in the Units. This creates a safety hazard. At no time are inmates allowed to put their feet on the walls.

Quarters Assignment

All living quarters will have a wall locker for you to store your property. A combination lock is available for purchase in the Commissary for your locker. When you share a living area, there will be mutual responsibility to ensure the area is kept clean and free of any contraband items.

ENVIRONMENTAL AND SAFETY SECTION

Safety/Environmental

Any unsafe or unhealthful condition may be reported to the Unit Manager, Environmental and Safety Compliance Administrator, or Camp Administrator. All SPC areas are lead and asbestos free. Lighting, ventilation and water quality meet or exceed all applicable regulatory standards.

Each inmate is required to review and sign the UNIFORM BASIC SAFETY REGULATIONS.

Cell Sanitation

Housekeeping, cleanliness and storage of food items and clothing are an important aspect of your stay here. You are to maintain proper levels of sanitation in your living quarters at all times. Nothing shall be attached to the windows, walls, or light fixtures. No items may be displayed or pictures drawn on the walls, window, light covers or doors. Living quarters shall be cleaned daily and are to remain clean and tidy at all times. You will have access to sanitation supplies as needed; these supplies shall be returned after each use. Supplies retained for prolonged periods or returned altered may result in an incident report.

Pest Control

The Environmental and Safety Compliance Department (ESCD) is responsible for Pest Control Management. The primary and most effective method to prevent infestations of rodents and insect pests is to eliminate conditions which promote their harborage or breeding. The use of traps and chemical poisons is a secondary activity and will not result in the elimination of the condition that led to the initial infestation. Pest control treatments must never be considered as the exclusive remedy for an infestation resulting from poor housekeeping.

Units and cells will be treated as determined by the Environmental and Safety Compliance Administrator. If you have a pest control problem in your cell, submit a cop-out through your Unit team to the ESCD to request treatment. Prior to any treatment in your area, your living quarters must be clean, no food/drink items exposed and items (shoes, papers, etc.) must be picked up off the floor prior to treatment. If it is determined that the infestation is related to poor cell sanitation, pest control treatment will not be applied.

Fire Safety

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member, so that property and lives can be protected. Each inmate is responsible for reviewing the fire evacuation plans posted in the living quarters housing Units, recreation, food service, work sites and all general areas, for the nearest escape route. Ceiling lights shall not be covered with any type of material (paper, blankets, etc.) and the accumulation of newspapers, magazines and books creates a fire hazard. Excessive or altered items will be confiscated and may result in an incident report.

Staff at the institution are trained in using emergency fire suppression equipment. During a fire emergency you will be notified by a fire alarm and/or staff. Upon evacuation you will be escorted to a temporary holding area until the Unit has been cleared for return. Fire drills will be conducted quarterly by staff. This is to familiarize the entire Unit with fire emergency procedures. Failure to participate in fire drills may result in an incident report.

Inmate Accident Procedures

You are required to report all injuries to your detail supervisor. The Health Services Department will examine and treat all inmate injuries, work and non-work related. Health Services will complete an Inmate Injury Assessment and Follow-up Report. The detail supervisor will complete an Inmate Injury Report. All associated documentation will be sent to the ESCD and an inmate injury investigation may be initiated. The purpose of inmate injury investigation is to find the cause of the injury, not to assign blame. Failure to participate in an injury investigation may result in an incident report.

Inmates who suffered a physical impairment due to a work related injury are to request, from the ESCD, an Inmate Claim for Compensation on Account of Work Injury form no more than 45 days prior to the date of an inmate's release, but no less than 15 days prior to release.

HEALTH SERVICES

The Health care mission of the Federal Bureau of Prisons, and this facility, is to provide medically necessary health care and dental care to inmates, in accordance with proven standards of care, without compromising public safety concerns inherent to this institution's overall mission.

The Health Services Unit at SCP Thomson functions as an ambulatory outpatient clinic. The Medical Staff consists of physicians, dentists, mid-level practitioners and medical and administrative ancillary supporting staff.

Health Services are available 24 hours per day, seven days per week. Regular hours of operation are 6:00 AM to 10:00 PM.

To obtain after hours emergency services, notify a staff member of your emergency immediately. Emergency medical or dental care may be administered if an injury or illness requires emergency treatment.

Medical and Dental Sick Call Procedures

Inmates may request medical or dental care for a condition requiring immediate attention through sick call, by signing up in the Health Services Unit at 7:00 AM on Monday, Tuesday, Thursday, or Friday of each week. Inmates must be in the proper uniform and must show the assigned commissary ID card in order to be seen.

- Your medical or dental complaint will be evaluated, triaged and scheduled accordingly. Medical or dental complaints identified as emergencies will be a priority.
- Inmates will be encouraged by the healthcare provider to manage their complaints with over-the-counter medications.
- Failure to report for a scheduled call-out appointment will result in an incident report.
- If an inmate is late for a scheduled call-out appointment, for reasons other than an institutional operation, the appointment may be canceled, requiring the inmate to sign up for sick call to be evaluated.

Inmates will not be permitted in the Health Services Unit without an appointment or call-out. Inmates reporting to medical without a call-out or noted appointment are considered as being out of bounds, unless accompanied by a staff escort. An incident report will be written requiring disciplinary action to be taken.

Emergency Care

A healthcare provider is available during normal working hours. Should you become ill or injured after sick call, you must notify your supervisor or staff member to whom you are accountable. The healthcare provider will arrange for the most appropriate time for you to be seen in the clinic. Once your emergency status has been evaluated, you will either be treated the same day "as an emergency" or referred to Sick Call for treatment in accordance with the triage protocol. At no time will an inmate report to Health Services without the approval of a medical staff member.

Inmate Accident Procedures

You are required to report all injuries to your detail supervisor or Unit officer. The Health Services Department is to examine and treat all inmate injuries, work and non-work related. Health Services will complete an Inmate Injury Assessment in the Bureau's Electronic Medical Record (BEMR) and will forward a copy of the injury report to the Environmental and Safety Compliance Department in work related cases.

Notice to Inmates - Inmate Copayment Program

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. 4048), the Federal Bureau of Prisons and SCP Thomson provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

A. Application:

The Inmate Copayment Program applies to anyone in an institution under BOP jurisdiction and anyone who has been charged with, or convicted of, an offense

against the United States, except inmates in an inpatient status at a Medical Referral Center (MRC). All inmates in an outpatient status at an MRC, and inmates assigned to the General Population at these facilities, are subject to copay fees.

B. Health Care Visits with a Fee:

You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C below.

These requested visits include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C below, you will be charged a \$2.00 co-pay fee for that visit.

You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visits with no Fee:

A copayment will not be charged for:

- Health care services based on health care staff referrals
- Health care, staff approved, follow up treatment for a chronic condition
- Preventive health care services
- Emergency services
- Diagnosis or treatment of chronic infectious diseases
- Mental health care
- Substance abuse treatment

If a health care provider orders or approves any of the following, we will also not charge a fee for:

- Blood pressure monitoring
- Glucose monitoring
- Insulin injections
- Chronic care clinics
- TB testing
- Vaccinations
- Wound care
- Patient education

Your health care provider will determine if the type of appointment scheduled is subject to a copay fee.

D. INMATES WITHOUT FUNDS:

An inmate without funds (indigent inmate) is defined as an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. You will not be charged a

healthcare service fee if you are considered indigent and unable to pay the fee. Health care services will never be denied due to insufficient funds. However, the Warden may impose restrictions on an inmate to prevent abuse of this provision.

Example: An inmate shows a pattern of depleting his or her commissary funds before requesting health care services.

If an inmate is NOT indigent, but does not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS and the amount will be deducted as funds are deposited into the inmate's Commissary Account.

Medication Line

Should you require medication to be dispensed at specific times, this will be arranged with Medical Staff and Pharmacy Services. Certain medications are dispensed one dose at a time. If you are prescribed such medication, you will be instructed to report to the Health Services Unit Pharmacy at the appropriate times to receive your medication.

**Pill line times may vary depending upon staffing and delayed counts.*

*Controlled medications are dispensed at the pharmacy "pill line" during specified time periods. These times include:

Monday - Friday	Saturday, Sunday, & Holidays
6:00 AM - 7:00 AM	7:00 AM - 8:00 AM
11:00 AM - 12:00 PM (Pick up ONLY)	NO Pick Ups
4:30 PM - 5:30 PM	4:30 PM - 5:30 PM

Over-the-Counter-Medication (OTC)

A variety of OTC medication is available in the commissary for purchase unless the inmate meets the criteria for indigent status. Indigent inmates may submit a Pharmacy OTC Medication Request form to the Pharmacy to obtain OTC medications.

Eyeglasses

You may request a vision screen by signing up through sick-call procedures. You will be assessed by a healthcare provider to discuss your concern and scheduled accordingly. An eye examination may be ordered by your healthcare provider based on need. If, after examination by the Optometrist, it is determined you require prescription eye wear, a pair of standard issue eyeglasses will be provided. Inmates may retain their eyeglasses at admission if there are no security concerns; however the BOP will not repair personal glasses. Glasses will not be allowed to be sent from home. The BOP will furnish prescription eyeglasses with a current prescription in the medical file. You are entitled to one pair of eyeglasses per year. If you misplace or damage the eyeglasses within the one year period, a \$20.00 fee will be imposed for replacement.

Contact Lenses

Contact lenses may be prescribed only when, in the clinical judgment of the optometrist with the concurrence of the Clinical Director and HSA, an eye-refractive error is best treated with contact lenses. Inmates arriving at SCP Thomson with contact lenses not previously approved by a BOP provider will be allowed to retain

them pending further eye examination by the BOP optometrist. If not medically necessary, the inmate will be prescribed eyeglasses and the contact lenses will be mailed home once the eyeglasses are received.

Inmate Review of Medical Records

An inmate seeking review or copy his medical records must complete a BP-148, Inmate Request to Staff Member, in order to review or receive copies of the record. The BP-148 shall be addressed to the Health Services Administrator (HSA). Prior to review of records by the inmate (or copies given to the inmate) the records will be reviewed by Health Services staff to determine if a legitimate security concern exists (i.e. whether there is any information which, if disclosed to the inmate, might reasonably be expected to harm the inmate or another person). The institution physician may have to be consulted by the reviewer in evaluating records for release.

The reason for this review is that certain information may be exempt from mandatory disclosure to the inmate under the provisions of the Freedom of Information Act (FOIA). If this is the case, the inmate will need to make a written request to the Central Office, Office of General Counsel, Freedom of Information (FOI) Section, 320 First Street N.W., Washington, D.C. 20534. If the reviewing staff member determines that no harmful information is contained in the record, the inmate will be notified that he may review or receive copies of the information requested. Copies shall be provided in a reasonable amount of time.

There is no charge for a review of medical records. Under 28 CFR 16.11, an inmate may be charged \$0.10 per page for duplication. The first 100 pages are free with no subsequent charge until a fee in excess of \$14.00 is reached. Inmates will be informed of estimated fees. Copies will not be provided to the inmate until associated fees are paid.

A & O Physical Examination

If you are newly committed to the Bureau of Prisons, you will receive a complete physical examination within 14 calendar days of your arrival to the institution. This examination includes a complete physical, various screening tests and immunizations.

A Dental screening examination will be completed within 30 days of arrival. Inmates may be placed on a routine dental cleaning list by submitting an Inmate Request to Staff Member to the Dental Clinic.

Inmates transferring from other Federal institutions will have their record reviewed for any required medical testing or examinations. HIV testing will be offered to each newly committed inmate upon arrival. BOP policy requires you to sign a refusal if you decline to be tested for HIV. If you consent to have an HIV test completed, a signed consent will be required and you will be scheduled for testing.

Inmates who have a chronic medical condition and are enrolled in a Chronic Care clinic will be assessed by the physician within 14 days of arrival for a re-evaluation of your medical condition and medication needs.

You may request, through an Inmate Request to Staff Member form, a complete physical examination similar to the new commitment examination every two years or yearly if you are over 50 years old. If you are being released from the Bureau of Prisons, you may receive a physical examination, on request, if you have not received one in the last year. You should send your request at least two months before your scheduled

release date to allow time for the appointment to be scheduled.

Preventive Health Care

The Preventative Health Care Clinic is being offered to inmates to promote healthy living: prevent disease, provide screening for infectious diseases, cancer and chronic diseases and to update immunizations. If you are interested in participating in the clinic, you may request a Preventative Health Care appointment by submitting your request to Health Services via an Inmate Request to Staff form.

Testing for Communicable Diseases

There are several diseases which can potentially be spread in a prison environment. Three of the more serious diseases are Human Immunodeficiency Virus (HIV) which causes AIDS, hepatitis B and C and tuberculosis (TB).

The viruses that cause chronic infection, such as HIV and hepatitis B and C can only be passed from an infected person to another by providing a means for a small quantity of their blood or semen to come into contact with your blood stream. This means that it is likely you will develop one of these diseases if you participate in high-risk behaviors with an infected person. This high-risk activity includes sexual contact, sharing needles, syringes, or other drug paraphernalia, tattooing and body piercing.

Inmates may request a screening for infectious diseases, whether or not you have been involved in high-risk behavior at any time, through an Inmate Request to Staff Member form or during a clinical encounter with a medical provider.

Tuberculosis is usually spread through the air when inhaling the mist from someone with the disease who has sneezed or coughed. We test each inmate arriving at the institution for this disease. If you think you may have been exposed to someone in the past with tuberculosis, you should inform us.

Administrative Concerns/Grievances

You may seek a review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

If you have concerns or questions of an administrative nature concerning Health Services, you may address them, in writing via an Inmate Request to Staff Member (cop-out), or discuss them with the HSA or designee during mainline. If you are unable to resolve your issue, you may pursue your complaint through the formal administrative remedy process. You have a right to necessary medical and dental care. However, if a treatment and/or care plan has been recommended, you may choose to refuse the treatment. You will be expected to sign a refusal form which will be placed in your medical record.

Living Wills

Inmates are entitled to a Living Will, otherwise known as an Advance Directive. This is a legal document by which a patient expresses his/her health care wishes in the event of a terminal or irreversible condition, during which that individual is no longer able to communicate such wishes to the health care provider due to incapacitation.

If you want to have a Living Will, the criteria and procedures are as follows:

1. Obtain a copy of the Illinois statute pertaining to Living Wills.
2. Contact family and/or legal counsel to have the document prepared.
3. When the inmate has received a copy of the legal final document, he must make an appointment with the Clinical Director for a review of the document and discussion of his legal request. A copy will be placed in the inmate's medical record.

At no time will any Bureau of Prisons staff assist an inmate in preparing a Living Will. If an inmate has questions concerning a Living Will, he will be directed to the Health Services Administrator.

In the absence of a Living Will or Advanced Directive, the Bureau of Prisons will ensure life-sustaining measures such as Cardiopulmonary Resuscitation, ventilators and other life support mechanics are provided. Removal from life support will require court action either by the Bureau of Prisons or the affected inmate's family.

Patient's Rights and Responsibilities

See Attachment A

PSYCHOLOGY SERVICES

Psychology Services in all BOP institutions offer basic mental health care to inmates. This care may include screening, assessment and treatment of mental health or drug abuse problems, individual and/or group counseling, psycho-educational classes, self-help and supportive services, or referral to Health Services for medical treatment of a mental illness.

Psychologists are always available to assist inmates with personal problems, emergency situations, crisis events, general mental health questions, an interest in self-help and/or a desire for professional treatment. A psychologist is available by submitting an Inmate Request to Staff Member. If you have any thoughts of suicide or harming yourself or are concerned about another inmate harming himself, contact any staff member immediately.

Conversations of a counseling or treatment nature are confidential except in a few situations such as a clear risk of serious injury, disease or death to you or another person; a clear risk to the security of the institution; or knowledge of the commission of physical or sexual abuse of a child, spouse or elder.

Drug Education Programs

Drug abuse programs are available and offered on a voluntary basis at SCP Thomson. If you are interested in any group programs, please fill out an Inmate Request to Staff. The drug abuse programs available to you include the Drug Education Program, the Non-Residential Drug Treatment Program and the Residential Drug Abuse Program (RDAP).

The Drug Education Program is available to anyone interested. It may be required if, after September 30, 1991, there is evidence in your PSI that alcohol or other drug use contributed to the commission of your instant offense; alcohol or other drug use was a reason for violation of supervised release (including parole) or BOP community status for which you are now incarcerated; or you have been recommended for drug

programming by your sentencing judge. You may be exempted from completing Drug Education if you complete the non-residential or RDAP treatment programs.

Residential Drug Abuse Program

The Residential Drug Abuse Program (RDAP) consists of three components: Unit based treatment, follow-up treatment and community transition drug abuse treatment. The final component is conducted in the community; therefore, the presence of a detainer renders an inmate unqualified for the program until the detainer is removed.

The RDAP provides intensive drug abuse treatment to inmates diagnosed with a drug use disorder. Inmates in the residential program are housed together in a treatment Unit that is set apart from the general population. The Unit-based component of RDAP consists of a 500 hour, 9 to 12 month, intensive residential program for inmates diagnosed with substance abuse or dependence. Each inmate receives an individualized treatment plan and must attend group sessions daily.

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. They are to demonstrate honesty, to relate positively with their peers and to fully participate in all treatment activities in the Unit. The RDAP is a half-day program, with the rest of the day devoted to work, school and other self-improvement activities. The RDAP is available in 62 BOP institutions.

To apply for the RDAP you must send an Inmate Request to a Staff Member to obtain an interview for the program. First, Psychology staff will screen your pre-sentence report to determine if there is any documentation indicating that you have a pattern of drug abuse or dependence. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder.

If you are interested in volunteering for the RDAP and would like to know if you are eligible for the program, contact the institution's drug abuse program coordinator. You may apply for the program at any time during your incarceration, but your interview, like program admittance, will be based on your proximity to release. Ordinarily inmates are interviewed 42-24 months from release depending on the facility's security level and waiting list for the RDAP.

If the Unit-based portion of RDAP is completed and an inmate has additional time remaining until release to halfway house, follow-up treatment at least monthly is required. In order to qualify for the program, you must be interviewed by the Drug Abuse Program Coordinator (DAP Coordinator) following a screening process.

Following the interview and determination you qualify for the program, a request will be made by the DAP Coordinator to determine if you are eligible for early release upon completion of all components of the program.

Community Transition Drug Abuse Treatment

To successfully complete the RDAP, inmates are required to participate in the Community Transition Drug Abuse Treatment component of the program. The BOP ensures that inmates receive continued treatment when transferred to a residential reentry center (RRC) or to home confinement.

The RRC is structured to help you adjust to life in the community and find suitable postrelease employment. RRCs provide a structured, supervised environment and

support job placement, counseling and other services. Within the structure of the RRC, RDAP participants continue their drug abuse treatment with a community-based treatment provider. The BOP contracts with this provider to deliver treatment services in the community. Inmates must continue to participate in transition drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release. In addition to these drug abuse programs, drug abuse treatment services may also be provided within the context of other specialized treatment programs with the BOP such as the Resolve Program and the Challenge Program.

Sexually Abusive Behavior Prevention and Intervention: An Overview for Offenders

You have the right to be safe from sexually abusive behavior. The BOP has a zero-tolerance policy against sexual abuse and sexual harassment. While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexually abusive/harassing behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. **Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.**

What can you do to prevent sexually abusive behavior?

Here are some things you can do to protect yourself and others:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well-lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

What can you do if you are afraid or feel threatened?

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area. If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

What can you do if you are sexually assaulted?

If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the assailant. You do not have to name the inmate(s) or staff assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault it is important to see medical staff **BEFORE** you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.

How do you report an incident of sexually abusive behavior?

It is important that you tell a staff member if you have been sexually assaulted. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust.

BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

- Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- File an Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other Unit staff.
- Write the Office of the Inspector General (OIG) which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

**Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, D.C. 20530**

- E-mail OIG. You can send an e-mail directly to OIG by clicking on the TRULINCS Request to Staff tab and selecting the Department Mailbox titled DOJ Sexual Abuse Reporting. This method of reporting is processed by OIG during normal business hours, Monday through Friday. It is not a 24-hour hotline. For immediate assistance, contact institution staff.

Note: These e-mails:

- are untraceable at the local institution
- are forwarded directly to OIG
- will not be saved in your e-mail 'Sent' list
- do not allow for a reply from OIG

If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.

Third-party Reporting. Anyone can report such abuse on your behalf by accessing the BOP's public website:

http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp

Understanding the Investigative Process

Counseling Programs for Victims of Sexually Abusive Behavior

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling and spiritual counseling are all available to you.

Contact your local Rape Crisis Center (RCC): Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services.

Management Program for Inmate Assailants

Anyone who sexually abuses/assaults others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

Policy Definitions

Prohibited Acts: Inmates who engage in inappropriate sexual behavior can be charged with the following Prohibited Acts under the Inmate Disciplinary Policy:

Code 114/(A): Sexual Assault by Force

Code 205/(A): Engaging in a Sex Act
 Code 206/(A): Making a Sexual Proposal
 Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex
 Code 229/(A): Sexual Assault without Force
 Code 300/(A): Indecent Exposure
 Code 404/(A): Using Abusive or Obscene Language

Staff Misconduct: The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in, sexual, indecent, profane or abusive language or gestures and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

What is sexually abusive behavior? According to Federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:

Rape: the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person FORCIBLY or against that person's will; the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or his/her temporary or permanent mental or physical incapacity; or the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

Sexual Assault with an Object: the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (NOTE: This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison.)

Sexual Fondling: the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

Sexual Harassment: repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate/detainee/resident to another; or repeated verbal comments or gestures of a sexual nature to an inmate/detainee/resident by a staff member/contractor/volunteer, including demeaning references to gender, sexually suggestive, or derogatory comments about body or clothing, or obscene language or gestures.

Sexual Misconduct (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

An incident is considered Inmate-on-Inmate Abuse/Assault when any sexually abusive behavior occurs between two or more inmates. An incident is considered Staff-on-

Inmate Abuse/Assault when any sexually abusive behavior is initiated by a staff member toward one or more inmates. It is also considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts that are initiated by an inmate.

NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Inmates who have been sexually assaulted by another inmate or staff member will not be prosecuted or disciplined for reporting the assault. However, inmates will be penalized for knowingly filing any false report.

****Please be aware that both male and female staff routinely work and visit inmate housing areas.****

Contact Offices:

U.S. Department of Justice
Office of the Inspector General
Investigations Division
950 Pennsylvania Avenue, NW Suite 4706
Washington, D.C. 20530

Federal Bureau of Prisons
Central Office
National PREA Coordinator
320 First Street, NW, Room 554
Washington, D.C. 20534

North Central Regional Office
Regional PREA Coordinator
Gateway Complex Tower II, 8th Floor
400 State Avenue
Kansas City, KS 66101-2492

Third-party reporting (outside of institution):
http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp

Early Release

The Violent Crime Control and Law Enforcement Act of 1994 allows the BOP to grant a non-violent inmate up to 1 year off his or her term of imprisonment for successful completion of the residential drug abuse treatment program (Title 18 U.S.C. § 3621(e)(2)). For more information, talk to an institution drug abuse treatment specialist or drug abuse program coordinator.

Non-Residential Drug Program

The Non-Residential Drug Program is 12 to 24 weeks long, during which you will receive an individualized treatment plan and participate in group sessions. You may receive a monetary incentive based upon successful completion. Non-residential Drug Abuse Treatment has been developed to provide the flexibility necessary to meet each individual's treatment needs and more specifically for:

- inmates with a relatively minor or low-level drug abuse problem

- inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP)
- inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP
- inmates with a drug use history who chose not to participate in the RDAP, but want to prepare for staying sober in the community
- inmates who completed the Unit-based portion of the RDAP and are required to continue treatment until their transfer to a Residential Reentry Center (halfway house)

The Trauma in Life Workshop

The Resolve Program includes a psycho-educational component, the Trauma in Life Workshop. This workshop addresses the challenges individuals face following exposure to traumatic life events and the strategies these individuals may use to enhance their resilience or ability to survive and thrive following these events. Any female inmate with a history of abuse or an interest in learning about this topic may participate in the Trauma in Life Workshop.

Specialized Mental Health Programs

The BOP also has several residential mental health programs designed to help inmates with severe emotional, cognitive and behavioral problems. These programs are indicated for inmates who are having difficulty functioning in a mainline institution due to a psychological disorder. They are designed to improve the day to day functioning of inmates with the goal of helping them return to a mainline institution or preventing the need for hospitalization. Psychology Services has additional information about these programs and can make recommendations for participation.

Confidentiality

Security needs and the nature of a prison environment affect mental health care in a variety of ways. Confidentiality is an important component of the therapeutic relationship. However, in a prison environment, confidentiality must be weighed against institutional needs of safety and security. Mental health providers in the institution not only serve inmates, they also serve the institution and the public at large.

In the community, certain situations require mental health providers to violate client confidentiality. For example, many states mandate reporting of child or elder abuse. Providers also must notify authorities if a client threatens suicide or serious harm to others. Similarly, prison mental health providers violate confidentiality when an inmate is at risk of serious harm to themselves or others, such as when an inmate presents a clear and present risk of escape or when an inmate is responsible for the creation of disorder within a facility.

Confidentiality may also be limited when prison mental health providers share information on a need-to-know basis with prison officials or other Federal law enforcement entities. For example, before you are transferred to a residential reentry center, mental health providers must communicate your mental health needs to your Unit team.

If you tell a staff member, including a Psychology Services staff member, that you are going to harm or kill yourself or someone else, or engage in a behavior that jeopardizes the safety or security of the institution, confidentiality will be

breached and the appropriate individuals will be notified on a need-to-know basis only. Simply put, there is no guarantee of confidentiality in the prison setting. However, you can rely on the professional judgment of Psychology Services staff who conscientiously balance your confidentiality and the safety and security of the institution. Information that does not impact the safety and security of the institution, inmates and/or staff, will not be shared. While these limitations on confidentiality may initially deter you from seeking treatment, be assured that the vast majority of inmates who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

Suicide Prevention

Incarceration can be a difficult experience. At times, you may feel discouraged, frustrated and/or helpless. It is not uncommon for people to experience depression while in jail or prison, especially if they are newly incarcerated, serving a long sentence, experiencing family problems, struggling to get along with other inmates, or receiving bad news. Over time, most inmates successfully adapt to incarceration and find ways to use their time productively and meaningfully. However, some inmates continue to struggle with the pressures of incarceration and become overwhelmed by a sense of hopelessness. If you feel a sense of hopelessness or begin thinking about suicide, talk to a staff member. Help is available and actively seeking help is a sign of your strength and determination to prevail.

If you feel you are in imminent danger of harming yourself or someone else, you should contact a staff member immediately.

In addition, if you suspect another inmate is contemplating suicide, please notify a staff member. Staff do not always see everything inmates see and most suicidal individuals display some warning signs of their intentions. PLEASE alert a staff member right away if you suspect a fellow inmate is considering suicide. The most effective way to prevent another person from taking his or her life is to recognize the factors that put people at risk for suicide, take warning signs seriously and know how to respond. The warning signs of suicide may include:

- threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself
- feeling helpless
- feeling rage or uncontrolled anger or seeking revenge
- increased alcohol or drug use
- withdrawing from friends, family, associates
- experiencing dramatic mood changes
- feeling anxious or agitated, being unable to sleep, or sleeping all the time
- seeing no reason for living or having no sense of purpose

If your friend, cellmate, coworker, or associate is exhibiting these signs, start by telling the person you are concerned and give him/her examples of what you see that worries you. Listen and encourage the person to seek help. If they are hesitant, offer to go with them to speak to a staff member. If you are not confident they will seek help, notify a staff member yourself.

Seeking help for a person in distress isn't "snitching," it is showing concern for the welfare of a fellow human being. If you report your concerns to staff, you can rest easy knowing you did everything within your power to assist the individual.

If you are interested in assisting Psychology Services with suicide prevention efforts, you may choose to participate in the institution's inmate companion program. Inmates who are interested in serving as suicide watch inmate companions must meet the following criteria: (1) be a sentenced BOP inmate; (2) no 100 series incident reports in the past 3 years; (3) may not be in FRP, DRG ED, or GED refusal status. If you would like more information about this program, please speak with a member of the Psychology department.

Counseling Activities

There are many alternatives for inmates who have personal problems and desire to correct them. These options include Alcoholics Anonymous, Narcotics Anonymous, self-image groups and other voluntary groups. Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs, but participation in such activities is voluntary. Unit staff is available for informal counseling sessions and also conduct formal group counseling activities.

FOOD SERVICE

The Food Service Program is operated under the direction set forth in Program Statement 4700.06 dated September 13, 2011.

The Food Service Program has three goals:

- To provide all persons confined with meals which are nutritionally adequate, properly prepared and attractively served.
- To provide all inmates assigned to the Food Service Department with the opportunity to acquire skills and abilities that may assist in obtaining employment after release.
- To provide inmates with accurate nutritional information which enables them to determine and establish healthy eating habits to enhance their quality of life.

The menu utilized is the National Menu High Rise Version, meaning whatever is served at SCP Thomson on the first Sunday of the week is served nation-wide in all BOP institutions utilizing this version of the National Menu. It is based on 35 day rotating master cycle menu that is revised and undergoes a complete and detailed nutritional analysis annually to ensure all nutritional needs are being met. The menu will be followed as close as possible unless something has not arrived in the warehouse. In such a case, the appropriate substitution will be made.

Medical diets are only directed by the Health Services Department and must be signed by a Doctor or the Health Services Administrator. A heart-healthy choice is offered to all inmates. This diet is the option of a low fat food item versus a high fat food item. If you wish to obtain the heart-healthy choice, you must ask the Cook Supervisor monitoring the serving line.

Certified foods are the religious diet for the BOP. To be placed on the Religious Diet Program, you must submit an application and be approved by the Religious Services Department. If at any time you are observed in the possession of items from

the main line or hot bar, a memo will be generated from the Food Service Department and sent to Religious Services.

Inmates are required to have their inmate identification (I.D.) card at all times. If it is determined that you ate more than once per meal, an incident report will be written.

Playing cards, books, personal items, legal work, etc. are not permitted within food service spaces. If you are caught stealing, you will be removed from your job and an incident report will also be written.

If you are interested in working in the Food Service Department, you may submit an Inmate Request to Staff form to any on duty Food Service Staff Member. If you are assigned to work in the Food Service Department, you will be paid for the hours of satisfactory work performed.

If you have a food related question or concern during meal time, the Food Service staff are here to assist you. Please bring your concern to the attention of either of the Cook Supervisors monitoring the serving line. If you feel that they did not address your problem, the Assistant Food Service Administrator and/or the Food Service Administrator will be standing mainline to address questions and concerns as they arise.

SERVING HOURS:

Breakfast	6:00 AM to 7:00 AM Monday to Friday 7:00 AM to 8:00 AM on weekends and holidays
Lunch	11:00 AM to 12:00 PM
Brunch	11:00 AM to 12:00 PM (contingent upon clearing the 10:00 AM count)
Dinner	4:30 PM to 5:30 PM (contingent upon clearing the 4:00 PM count)

CORRECTIONAL SYSTEMS DEPARTMENT (CSD)

The CSD consists of the Mail Room, Receiving and Discharge and the Records Office.

CSD Open House Hours		
Mail	Tuesday, Thursday	7:30-8:00 am
Legal Mail	Monday, Tuesday, Wednesday, Thursday, Friday	7:30-8:00 am
R&D	Tuesday, Thursday	7:30-8:00 am
Records	Tuesday, Thursday	7:30-8:00 am
Subject to change based on day of bus, work call hours		
CMC mainline during noon-meal		

Mail Operations

Outgoing mail at the SCP may not be sealed. All outgoing inmate mail will be picked up Monday through Friday and delivered to the Mail Room for processing. You must place your full name, register number and the institution's return address on all outgoing mail as follows:

Committed Name/Register Number
Satellite Camp Thomson
Post Office Box 1002
Thomson, Illinois 61285

If this information is not on your letters, they will be returned to you. All incoming mail for the inmate population must be received through the United States Post Office. This includes all letter mail and packages. You are not allowed to correspond with inmates confined at other Federal institutions without prior written approval by the Unit Manager of each inmate at each facility. Correspondence with inmates confined in non-Federal institutions, requires prior written approval by the Warden at each facility. Outgoing legal mail may be sealed but needs to be taken to CSD during Open House Hours for the item to be sent out.

Incoming legal/special mail must be clearly marked **"Special Mail - Open only in the Presence of the Inmate."** This will avoid possible opening and screening as general mail. Mail is treated in accordance with the United States Postal Service Regulations. The BOP Program Statement on Correspondence and the Mail Management Manual are on file in the law library. Mail is delivered Monday through Friday at 3:15 PM in the gymnasium by the Unit Officer. On Saturdays, Sundays and Federal holidays, there is no mail delivery. Incoming mail is opened and inspected. Delivery of legal mail will be conducted by the Unit Team.

You may receive hard cover publications directly from the publisher, a bookstore, or a book club. The package must be marked "Books" or it will be rejected at the post office. Newspapers are allowed to be received by subscription only. All postage requirements are your responsibility. Postage stamps are to be purchased through the commissary and cannot be received through the mail.

Inmate Correspondence with Representatives of the News Media

An inmate may write through Special Mail procedures to representatives of the news media if specified by name or title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a by line, or conduct a business or profession while in Bureau custody.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence and for content which is likely to promote either illegal activity or conduct contrary to regulations.

Rejection of Correspondence

The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity.

Notification of Rejection

The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the reasons for it. The inmate also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will

be returned to the sender.

Mailing of Inmate Property

Inmates wishing to have personal items mailed into the institution will send a written request to the department responsible for the requested item. The department will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization form. The Mail Room Officer will not approve any item or package for delivery unless this approval form is on file.

Change of Address/Forwarding of Mail

The Mail Room Officer will provide inmates with change of address cards required by the U.S. Post Office. These cards are given to inmates who are being released or transferred, to notify correspondents of a change in address. A BOP change of address form will also be completed by the inmate upon his departure and forwarded to the institution Mail Room. This form will be maintained for a period of 30 days. Any general mail received after 30 days will be returned to sender.

Certified/Registered Mail

You may use certified, registered or insured mail at your own expense. You may contact the Mail Room for the proper form. You may not be provided services such as express mail, private carrier service, COD, or stamp collecting while confined.

Receiving Property

If you transferred from another Federal institution, the R&D Officer will place you on call-out when your property arrives.

Sentence Computations

Sentence Computations are completed at the Designation/Sentence Computation Center, Grand Prairie, TX. The records office is responsible for reviewing the file to determine if there are possibly outstanding charges. Detainer Action Letters will be forwarded to those agencies that might have outstanding charges and a copy will be forwarded to the inmate and the Unit team. Any questions concerning computations, i.e. detainers and/or jail credit, can be addressed in a cop-out to the records office or during open house on Wednesday from 10:30 AM until the completion of mainline.

Good Conduct Time

This applies to inmates sentenced for an offense committed after November 1, 1987. The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available will be 54 days per year good conduct time. This may not be awarded until the end of the year and may be awarded in part or in whole, contingent upon behavior during the year. There is no statutory good time or extra good time for people being sentenced for crimes committed after November 1, 1987.

THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.

Good Time

"Good Time" awarded by the BOP under statutes enacted prior to November 1, 1987 has the effect of reducing the stated term of the sentence. Therefore, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of good time does not, in itself, advance the offender's release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date. The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date. This is not always done; however, when it is, the extent of the benefit to the offender may not be equivalent to the good time earned.

Statutory Good Time

Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

- Not greater than one year:
Five days for each month of the not-less-than six months, but not more than one year sentence.
- More than one year, but less than three years:
Six days for each month of the stated sentence.
- At least three years, but less than five years:
Seven days for each month of the stated sentence.
- At least five years, but less than ten years:
Eight days for each month of the stated sentence.
- Ten years or more:
Ten days for each month of the stated sentence.

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions. If the sentence is for five years or longer, 18 USC 4206(d) requires the Parole Commission to release an offender after he or she has served two-thirds of the sentence, unless the Commission determines that he or she has seriously violated BOP rules or regulations or that there is a reasonable probability that he or she will commit a crime. For offenders serving sentences of five to ten years, this provision may mandate release before the date established by subtracting good time from the sentence.

Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six months; a shorter period does not qualify for good time under the statute and a longer period cannot be part of a split sentence.

Extra Good Time

The BOP awards extra good time credit for performing exceptionally meritorious service, for performing duties of outstanding importance, or for employment in an

industry or camp. An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial or camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the Disciplinary Hearing Officer may forfeit or withhold extra good time.

The Warden may disallow or terminate the awarding of any type of extra good time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The Disciplinary Hearing Officer may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to recommence.

A "disallowance" means that an inmate does not receive an extra good time award for only one calendar month. A "disallowance" must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which extra good time has been disallowed or terminated.

Lump Sum Awards

Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of extra good time. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of extra good time of not more than 30 days. If the recommendation is for more than 30 days and the Warden agrees, the Warden will refer the recommendation to the Regional Director who may approve the award. No award will be approved if the award would be more than the maximum number of days allowed under 18 USC 4162. The actual length of time served on the sentence, including jail credit time, is the basis on which the maximum amount of the award is calculated. Any extra good time already earned will be subtracted from this stated maximum.

Staff may recommend lump sum awards of extra good time for the following reasons: an act of heroism; voluntary acceptance and satisfactory performance of an unusually hazardous assignment; an act which protects the lives of staff or inmates or the property of the United States; a suggestion which results in substantial improvement of a program or operation, or which results in significant savings; or any other exceptional or outstanding service.

Good Time Procedures

Extra good time is awarded at a rate of three days per month during the first 12 months and at the rate of five days per month thereafter (i.e., the first 12 months, as stated, means 11 months and 30 days - day for day - of earning extra good time before an inmate can start earning five days per month. For example, if an inmate were to stop working, transfer from industry to an institution job, or if good time was terminated for any reason, the time that the inmate is not earning good time does not count in the calculation of the first 12 months. If the beginning or termination date of an extra good time award occurs after the first day of the month, a partial award of days is made.

An inmate may be awarded extra good time even though some or all of the inmate's

statutory good time has been forfeited or withheld. Extra good time is not automatically discontinued while an inmate is hospitalized, on furlough, out of the institution on writ of Habeas Corpus, or removed under the Interstate Agreement on Detainer Act. Extra good time may be terminated or disallowed during such absences if the Warden finds that the inmate's behavior warrants such action. An inmate committed for civil contempt is not entitled to extra good time deductions while serving the civil contempt sentence. An inmate in an extra good time earning status may not waive or refuse extra good time credits. Once extra good time is awarded, it becomes vested and may not be forfeited or withheld or retroactively terminated or disallowed.

Detainers

Warrants based on pending charges, over-lapping, consecutive, or unsatisfied sentences in Federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to clear up these cases to the degree he can. Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence.

The degree to which the staff can assist in such matters as these will depend on individual circumstances. State detainers may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all detainers based on untried indictments which have been lodged against an inmate by a "member" state regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged with the institution.

If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney because, in some states, the detainer notice may start the time running for a Speedy Trial Act agreement.

TRUST FUND OPERATIONS

Operation of the Sales Unit

Inmates are permitted to shop once per week on their assigned shopping day according to the assigned range. The commissary will be open Tuesday and Wednesday. Special Purpose Orders and shoes may be purchased on their normal shopping days.

- The sales Unit is closed the last week of March and September for inventory purposes. Plan accordingly.
- Inmates must deposit a completed Commissary list and wait until your name is called to proceed to the sale window. Once your list is submitted, do not leave the lobby. No substitutions or additions will be made once the list is submitted.
- All items are sold as is, with no warranty implied, other than MP3 players. No returns will be accepted after leaving the sales area.

- All complaints must be settled before leaving the sales area.
- Copy cards will be sold during the inmate's shopping day.
- Your spending limit will be established as described in Program Statement 4500.10, Trust Fund/Deposit Fund Manual.

Sale Hours

Commissary sales will be conducted Tuesdays and Wednesdays, based upon the Unit assignment. Commissary will be opened during the morning mainline (6:15 AM to 7:30 AM) and during the noon mainline (10:30 AM to 12:00 PM).

Deposit Fund Accounts

Funds for deposit to inmate accounts (Inmate Deposit Fund) are sent either to the Bureau of Prisons' Lockbox processing center, through Western Union Quick Collect, or through Money Gram as follows:

Lockbox Procedures:

Acceptable negotiable instruments are sent to the Lockbox processing center at the following address:

Federal Bureau of Prisons
Insert Inmate's Committed Name
Insert Inmate 8-Digit Register Number
PO Box 474701
Des Moines, IA 50947-0001

The Bureau accepts these negotiable instruments for deposit into Deposit Fund accounts:

- Money orders
- U.S. Government checks (Federal, state, county, municipal)
- Foreign negotiable instruments payable in U.S. dollars only
- Business checks
- The inmate's committed name and 8-digit register number is identified as part of the address on the outside of the envelope and on all negotiable instruments.
- Personal checks, cash and any negotiable instrument not payable in U.S. dollars cannot be accepted.
- Any enclosures received with the negotiable instruments (letters, pictures, etc.) will be discarded.

Western Union and Money Grams:

- Information on these procedures is posted on the Trust Fund Limited Inmate Computer System (TRULINCS) Bulletin Board.

Any monies received directly into the institution will be returned to the sender. Inmate family members and friends may call **(202)307-2712** with inquiries regarding

Lockbox procedures. Calls related to inmate funds such as how to send money and how to trace funds not received should be directed to this telephone number.

Inmate Account Withdrawals

A "Request for Withdrawal of Inmate's Personal Funds" form (BP-199) is used to withdraw funds from an inmate's account and to send funds to outside sources. The BP-199 is generated under each inmate's account in the Trust Fund Limited Inmate Computer System (TRULINCS). Staff approval is required for processing withdrawals initiated by inmates to send funds to outside parties. Approving officials for these withdrawals are:

- Unit Managers and Supervisors of Education for withdrawal requests up to \$500.
- Associate Wardens, Superintendents of Industries and Camp Administrators for withdrawal requests over \$500.
- Disciplinary Hearing Officers (DHO) for repayment of willful and malicious damage to Government property following a DHO finding that the inmate committed such a prohibited act. There is no dollar limit on the approval authority.

Trust Fund Limited Inmate Computer System (TRULINCS)

TRULINCS services include the following:

Purchase TRU-Units:

- This allows each inmate to purchase Units used for the pay services (i.e. public messaging and printing).
- The price per TRU-Unit is five cents (\$.05).

Public Messaging (Email):

- This allows inmates the ability to exchange electronic messages with the public.
- Inmates must first accept the "TRULINCS and Electronic Messaging: Warning/Responsibility/Acknowledgment" clause prior to using TRULINCS.
- Inmates must add email contacts to their contact list under "Contact List Management" to initiate the process of exchanging messages with the public.
- Each message is limited to 13,000 characters.
- No attachments, inserted graphics or links, or HTML formatting available.
- Inmates will be charged one TRU-Unit per minute while in the Public Messaging service (reading, composing, or idle).

View Account Transactions:

- Inmates may view their current account balances and transactions for the past 90 days for the following accounts using TRULINCS at no cost:
- Commissary

- TRUFSIZE/ITS
- TRULINCS
- You may now print your account statements for a fee (three TRU-Units per one sided page).

Send Funds (BP-199 forms):

- "Request for Withdrawal of Inmate's Personal Funds" forms (BP-199) are now generated in TRULINCS. The BP-199 is used to send funds from an inmate's account to an outside person.
- Inmates are required to key and print the BP-199 for free, sign it in the presence of Unit Management staff and give the form to Unit Management staff.
- The "Payee" must be on the inmate's current Contact list.

Contact List Management:

One entry form will be keyed for all contact information related to:

- Email addresses
- Telephone numbers (for TRUFSIZE/ITS)
- Postal Mailing Labels
- Fund Transfers (BP-199)

Each inmate is allowed a maximum of:

- 100 total contacts
- 30 total telephone numbers
- 30 total Email addresses
- Do not enter telephone numbers or email addresses of contacts you only wish to communicate with via postal mail.

Email contacts:

- When an email address is entered, the system will send an email to the contact requesting their approval to communicate.
- Messaging may begin after the contact approves communication.
- You may check the status of each contact's email address by viewing your Contact List - Message List.

Telephone Numbers:

- Each inmate will manage their own telephone number list for TRUFSIZE/ITS in TRULINCS.
- Telephone numbers will be available for calling approximately 15 minutes after being entered.
- A name and postal mailing address must be entered for each telephone contact.

Mailing Labels:

- Inmates must enter contact information into TRULINCS for each person they wish to contact via postal mail.

- TRULINCS is used to print mailing labels to be placed on all outgoing mail.
- The Re: field will print on the second line of the mailing label.
- Labels are to be used for postal mail only. Inappropriate use of labels will result in disciplinary action.
- Return address labels shall not be printed or allowed on outgoing mail.

Print Services:

Free print services include:

- Mailing labels
- BP-199's

Pay print services include:

- Emails
- Account Transactions
- Contact Lists
- Electronic Law Library Research
- Fee for pay print services is three TRU-Units per one sided page.

Electronic Law Library:

- Access to the Electronic Law Library (ELL) is through TRULINCS.
- All ELL questions should be directed to the Education Department staff.

CLOTHING ISSUE AND LAUNDRY

- A. **Clothing issued:** 3 shirts; 3 pairs of trousers; 6 pairs of boxers; 6 pairs of socks; 6 t-shirts; 1 pair of institutional boots; 1 winter coat; 1 belt

Linen: 2 sheets; 1 pillow case; 2 towels; 2 wash cloths; 2 blankets

Note: Clothing/Linen may not be marked on, drawn on, or altered in any way.

- B. **Laundry Loops:** Each inmate is issued three laundry loops for clothing. One loop will be for spruce green pants and shirts. Another loop will be for underwear and t-shirts. The third loop will be for any personal clothing (t-shirts, sweatpants, and sweatshirts).
- C. **Exchanges/Repairs:** All exchanges of clothing or repairs will be requested on Inmate Request to Staff Member addressed to the Laundry and forwarded through the institution mail. Once approved, the request will be returned to the inmate with approved items for pick up. No items will be issued without a signed, approved request. Bring the approved request with you on Fridays to the Institution Warehouse Foyer from 11:00 AM to 11:30 AM to pick up your approved items. If you wish to exchange your clothing items, you will be required to bring your used items. **All items needing exchanged will be on a one for one basis.**

- D. **Hygiene, Linen and Blanket Exchange:** Exchanges will take place once a week, on Fridays, in the Warehouse Foyer from 7:15 AM to 7:30 AM. If you wish to exchange your sheets or blankets, you will be required to bring your used sheets or blankets. **All items will be exchanged on a one for one basis.** Personal Hygiene and Correspondence materials will be issued during this time period.
- E. **Inmate Releases:** When an inmate is released from SCP Thomson, he must turn in all clothing and linens that were issued to him. Each inmate will be responsible for each article of clothing and linen issued to him. Any destruction, mutilation, negligence or unauthorized use of institution clothing, bedding or towels, on an inmate's part, may result in disciplinary action.

RELIGIOUS SERVICES

Religion can be a significant influence in a person's life, especially during imprisonment when more time for thought and reflection is available. To assist you in this regard, the Chaplains are available to assist you in meeting your spiritual needs as well as providing pastoral counseling on an individual basis. Participation in religious programs is voluntary.

There are regular organized religious services in most major faiths. The schedule of regular religious activities is posted on bulletin boards in the Chapel. Approved volunteers and contract clergy will assist the Chaplains.

EDUCATION DEPARTMENT SERVICES

Philosophy

The philosophy of the Education Department at SCP Thomson is to provide a flexible education program curriculum in the belief that a coherent pattern of courses will help you attain a perspective education that will enhance your effectiveness, success and productivity as a person and a citizen. Inmates can and do change their behaviors only when they are motivated to do so. It is with these principles in mind that the education staff is personally committed, through education, to assist each inmate in attaining personal, educational, occupational and life skill goals.

The Education Department supports these principles as well as those governing the occupational, civic, aesthetic, recreational and personal dimension of the inmate's lifestyle. In fulfilling its function as a center of learning, the Education Department offers programs and services in the following areas:

- General Equivalency Diploma
- English as a Second Language
- Post-Secondary Education
- Vocational Education
- Social Education - Life Skills
- Parenting
- Adult Continuing Education
- Career Counseling/Release Preparation
- Recreation/Leisure Activities

- Library Services

The Education Department is state accredited by the North Central Association of Schools & Colleges.

Admission Policy

The Unit Team, represented by the Educational Advisor, programs and approves all course work. **All inmates will be mandatorily enrolled** in the General Education Development (GED) Program for 240 hours if the individual was sentenced on or after May 1, 1991, and he does not have a documented high school diploma or GED Certificate. Inmates may elect to withdraw from the program upon successful completion or when the required time in class has been fulfilled.

Inmates who were sentenced under VCCLEA or PLRA and elect to drop may adversely affect their good conduct time earning status. Further, all inmates sentenced after May 1, 1991 will be required to obtain a GED or show documentation of a high school diploma to be eligible for promotion above pay grade 4.

Likewise, all inmates who are not proficient in English at an 8th grade competency level will be **mandatorily** enrolled in English as a Second Language (ESL) if the individual was sentenced on or after May 1, 1991. All course work is recorded and entered into a reporting system and a complete file is maintained by the Education Department. All scheduling of programs and enrollments will be completed by the Education staff at SCP Thomson.

Selection of Courses

The selection of secondary or post-secondary courses is made by the individual inmate in cooperation with the Education Department and Unit Team. Inmates wishing to enroll in any of these courses must have completed their GED or possess a high school diploma.

Inmates will be interviewed by the Education Staff within 30 days of your arrival. At this time, all education programs will be explained in depth and your educational program will be planned. The education staff will direct inmates toward vocational training opportunities which best suit the inmate's abilities and establish target dates of obtaining measurable goals.

Attendance

Education programs at this institution are considered an assignment. Unless inmates have a verified medical excuse in writing or are on call-out, inmates must be in class during your assigned class.

Inmates will be notified by call-out when enrolled in any education program. Once enrolled in a course, the inmate is expected to report promptly to class and work toward completion of the course.

Testing Requirements

All inmates who do not have a high school diploma or a GED are required to be administered Tests of Adult Basic Education (TABE) or the Spanish Assessment of Basic Education (SABE). Once this test is taken, inmates will be enrolled into the

appropriate GED program and will also be administered the Pre-GED Practice Test.

The GED Examination will be administered at the SCP, for those inmates successfully participating in the GED program and achieving a high passing score on the GED practice test.

COURSE DESCRIPTIONS

Literacy

The low level reading skills course is designed for those inmates who score below the 5th grade reading level as determined by the tests mentioned above. These courses are held Monday through Friday in two and one-half hour block session. Inmates are enrolled either in the morning session or the afternoon session. This course involves more intense individualized prescriptive instruction.

General Equivalence Diploma (GED)

The Adult Secondary Education Program is designed to help each inmate attain a High School Equivalency or GED (General Education Development) Certificate. Those inmates who have not completed high school and were sentenced to a BOP facility on or after May 1, 1991 are required to complete the GED program.

The GED program is designed as preparation for the GED Exam. Within the program, the student pursues a course of study that enables him to develop a more advanced general knowledge in the five GED test areas: writing, mathematics, reading, science and social studies. Specialized instruction and workbooks are available to the student.

Academic level placement is determined by the results of the TABE exam administered to all applicable inmates within 90 days after arrival. Once the course work and testing is successfully completed, a High School Equivalency Certificate will be issued from the State Education Department.

English as a Second Language (ESL)

This program affords inmates who do not speak English the opportunity to learn. Non-English speaking inmates are required to attend this program if the Comprehensive Adult Student Assessment System (CASAS) placement test is not passed with a score of 225 or higher. The exception to this requirement is inmates who have an INS detainer, public safety factor of H and are deportable.

The first objective of the program is to teach basic vocabulary and conversational skills. As the student progresses, the vocabulary is expanded and written English is added to the curriculum. This program will have beginning and advanced levels.

Post-Secondary Education

Correspondence catalogs are available for review in the Career Resource Center. Inmates interested in enrolling in a course must see the Education Specialist for procedures. All costs for these courses are the responsibility of the inmate. The Education Specialist will proctor all tests involved in completing the courses.

Social Education

The purpose of the Social Education Program is to provide students an opportunity to learn skills for their personal use. These can be in a variety of areas concerning development of the skills and knowledge necessary to be a successful, productive and independent member of society. Topics may include: developing and maintaining various relationships; managing a budget; health and fitness; increasing personal knowledge and self-control; parenting skills and family support.

Parenting Course

The Parenting Course is presently being offered through the Education Department. The course is designed to assist individuals in many areas including, but not limited to, the following:

1. Maintaining a positive relationship with your child while incarcerated.
2. Learn and recognize the various stages of human development and how to contribute to your children's needs.
3. Learn how to develop and foster self-esteem and self-worth in your children.
4. Recognize safety concerns which will assist you in preventing and responding to childhood emergencies.
5. An annual Parenting Day Celebration is held the Friday before Father's Day.

Life Skills/Release Preparation

The Release Preparation course was organized to assist inmates who have less than two years remaining on their sentence, with the transition of re-entering mainstream society. Inmates are placed on the waiting list for these classes by their Unit Team. The course involves the following subjects: interviewing, resume writing, job hunting, completing applications, job retention skills, personal financial management and pursuing further education and training.

The Career Resource Center in the Leisure Library also contains a wide variety of video tapes and reference material that can be checked out at your leisure.

Adult Continuing Education

Students interested in refresher skills or continuing education may sign up for various courses that are offered on a rotating basis throughout the year. Schedules of upcoming courses are posted on the Education and housing Unit bulletin boards.

Library Services

The Leisure Library offers a wide variety of book selections for check out. Reference books, magazines and newspapers are available for reading in the library only.

The Career Resource Center contains various materials useful in researching and assessing potential occupations and a wide selection of literature on how to seek, prepare for and maintain employment.

1. Inmates may request books by completing the proper forms through the inmate law clerk.
2. A maximum of two books may be requested at one time.
3. Inmates are responsible for these books. If returned late or are reported as lost or stolen, a fine will be charged to the inmate's account.

Specific questions or concerns should be addressed to appropriate Education staff.

Law Library

Law Library and materials in the Law Library may not be removed from the library. An Electronic Law Library (ELL) is in place. There is a two hour time limit. Inmates must have their own PAC and PIN in order to access the program. Pages may be printed from the system for 15 cents per page.

Electric typewriters are available in the Law Library for legal use only, on a first come first served basis.

A photo-copy machine is available and requires an ID card and copy credits. The cost is 15 cents per copy. This machine is for inmate use only, and if damaged may result in unwanted down time.

Specific questions should be directed to the appropriate Education staff member.

Awards and Recognition

Student of the Month

Every month the SCP Education Department will recognize one individual for outstanding class participation and performance. The student may be chosen from GED, Spanish GED, Literacy or ESL classes. In addition, the inmate will receive a certificate and a monetary award.

Recognition Ceremony

The Education Department conducts a yearly graduation ceremony recognizing the following achievements:

GED Graduates
ESL Graduates
Post-Secondary Occupational Graduates

Veteran's Benefits

Information on veteran/social security benefits may be found in the Education Department's Career Resource Center.

RECREATION PROGRAMS

The goal of the SCP Thomson Recreation Department is to provide and promote the constructive use of leisure time. Recreation programs provide a diverse combination of competitive, recreational and wellness activities designed to reach as many

individuals as possible. The programs respond to a wide variety of ages, cultures, abilities and interests within the population. Ongoing "core" recreational activities are provided regularly and are supplemented by periodic implementation of new programs. Such programs are introduced either in response to an expressed or perceived need, or simply to provide novelty in institution activities.

Activity sites are made available for both indoor and outdoor programs. Areas for court games, team sports, individual and dual sports, arts and crafts, as well as music practice and performance are available to the general population. Please refer to the Institution Supplement TOM 5370.08, Recreation Programs SCP Thomson, for specific rules, procedures and a listing of approved hobby craft special purchase order items.

All inmates are provided with the opportunity to improve their health and fitness, have enjoyable leisure time activities, develop physical and mental skills that will help them upon release and to avoid the situational stress associated with confinement. You are encouraged to become actively involved and make productive use of your leisure time.

The Recreation Department has a wide array of equipment that is available to the general population through the check-out program. All inmates are eligible to check out equipment. The only requirement is that you must present your COMMISSARY CARD for identification purposes.

All recreation times and schedules change seasonally and are posted in the Units and in recreation. Some of the activities include the following:

SPORTS: Basketball, Handball, Billiards and Ping Pong

WELLNESS: Aerobics, Run/Walk, Abdominal, Calisthenics and Stretching

LEISURE: Beading, Crochet, Drawing, Painting, Origami, Officiating Sports Classes, Beginning Guitar and Music Theory

ACCESS TO PROGRAM ACTIVITIES: SCP Thomson Recreation program activities are open to all inmates. Individuals interested in participating in any activity must submit an Inmate Request to Staff Member form or stop by the office to sign up. Structured activities require the inmates to follow the posted rules. No un-sportsmanlike conduct will be tolerated. Disciplinary action will be initiated.

Barber Shop

You are expected to keep your hair neat and clean. You may not wear an artificial hairpiece. Mustaches and beards are permitted. The Barber Shop is open during the following days:

Monday and Tuesday:

8:00 AM to 10:30 AM, 11:30 AM to 3:30 PM, 4:45 PM to 8:00 PM

Saturday and Sunday:

7:00 AM to 09:30 AM, 11:00 AM to 3:30 PM, 4:45 PM to 8:00 PM

The Barber Shop is closed during all official counts. There will be no hair cutting anywhere other than the Barber Shop. The Barber Shop is located in Unit A on Range 3.

CORRECTIONAL SERVICES

Call-Out

"Call-Out" rosters of appointments are prepared and posted on a daily basis in the housing Unit. Call-Outs usually involve an appointment you must keep other than your regular duties. It is your responsibility to check the Call-Out roster daily. After determining that you have an appointment at a specific place and time, **BE PROMPT**. Notify your immediate supervisor prior to departing for an appointment. Failure to keep appointments may result in disciplinary action.

Restricted Areas

Restricted areas are those areas to which you will not have access when not on an assigned work detail. Signs are posted for areas that are out-of-bounds to inmates.

Drug Surveillance

The BOP operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program and the inmate does not do so, that inmate will be subject to disciplinary action.

Alcohol Detection

A program for alcohol surveillance is in effect at this institution. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test or refusal to submit to the test will result in disciplinary action.

Contraband

Contraband is anything that is not issued to you by a staff member, purchased by you in the commissary, purchased through approved channels or approved for issue by an appropriate staff member. Authorized items may be considered contraband when found in excessive quantities or altered in any manner. Possession of contraband is subject to disciplinary action. Commissary purchased at another institution will be considered contraband if it is not sold at SCP Thomson.

Shakedowns

It is the policy of the BOP that you and your property can be searched at any time by a staff member. You do not have the right to be present during any search of your living area.

Visits

It is the policy of the BOP to encourage visiting by family and friends to maintain your morale and to develop closer relationships between you and your family and others in the community. Some of your basic questions concerning visiting will be

answered in this handbook. However, we recommend that you consult with your Correctional Counselor or other Unit Team members and become fully aware of the visiting regulations.

Upon your arrival, you will receive a form on which to list the persons you wish to visit you. The proposed visitors are screened and your Correctional Counselor will notify you once a visitor has been approved or denied visitation. Contact your Correctional Counselor if you wish to add or delete an individual from your list.

Visiting Schedule

Friday: 5:00 PM to 8:30 PM

Saturday, Sunday & Federal Holidays: 8:00 AM to 3:00 PM

The number of persons allowed while visiting one inmate is limited to two adults. The Visiting Room Officer will not allow more than two visitors to visit one inmate at any given time without prior approval of the Camp Administrator.

Visiting Regulations

1. Visitors will not be processed in to the SCP until 5:00 PM on Fridays. No visitors will be processed in after 7:30 PM. On weekends and Federal holidays, visitors will not be processed in to the SCP until 8:00 AM. No visitors will be processed in after 2:00 PM.
2. Children under 16 years of age must be accompanied by an adult family member. If the Visiting Room becomes too crowded, visits for persons from the local area will be terminated according to the time of arrival, with the first to arrive being the first to be terminated.
3. Anyone wishing to visit an inmate at this institution must be on the inmate's approved visiting list.
4. For identification purposes, visitors will be required to present a valid, government issued picture identification card, i.e. driver's license, passport, or other **government issued** picture identification. Inmates will be required to possess their inmate commissary card for identification purposes while in the Visiting Room.
5. Visiting is an extremely important family function and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit at the institution.

All visitors entering the institution for a visit will be appropriately attired. Visitors may not wear open toed shoes, shorts, mini-skirts, sheer or tight fitting clothing, excessively short or low cut clothing, backless clothing, halter tops, mid drift shirts, camouflage or sleeveless clothing. Dresses, blouses or other apparel of a suggestive or revealing nature may not be worn. Additionally, ball caps, hats, bandanas, sweat bands, do rags or any other type of head gear, are not authorized with the exception of religious or medical headgear. If the Front Lobby or Visiting Room Officer determines a visitor is improperly attired he/she will contact the Operations Lieutenant and Institution Duty Officer to determine whether to deny or terminate the visit.

Inmates are responsible for advising their visitors of the dress requirements in the visiting room, including not wearing clothing green in color. **Visits may be denied by the Institution Duty Officer or Operations Lieutenant for non-compliance.** Excessively provocative attire is reason to deny and/or preclude visiting.

6. Visitors are not allowed to bring food, gifts, games, needlework, pocket books, baby strollers, or packages into the Visiting Room. Any item that cannot be thoroughly searched will not be allowed into the SCP. Business transactions and written messages may not be exchanged during a visit. Items purchased in the Visiting Room vending machines will be consumed inside the Visiting Room.
7. Inmates are required to be in appropriate uniform (green shirt, green pants, belt & institution work boots) before they will be processed into the Visiting Room.
8. A kiss and embrace are permitted at the beginning and end of the visiting period. Filing finger nails, braiding of hair, etc., are not appropriate activities in the Visiting Room and are not permitted.
9. Once seated, movement by inmates and their visitors should be limited to that which is necessary (going to and from the rest rooms and/or vending machine area). Unnecessary lingering, walking the aisles, etc., is distracting to other visitors and interferes with staff supervision of the Visiting Room.
10. It is the responsibility of the adult visitor to supervise their children at all times. Children should be supervised to ensure they do not disrupt other inmates and their visitors.
11. A **clear** coin purse or bag is allowed, but must be no larger than 8x8x8 (inches). Visitors are allowed to bring no more than \$25 (coins only) into the Visiting Room. Wallets are not allowed in the Visiting Room.
12. Tobacco and electronic smoking devices are strictly prohibited.
13. Visits for Special Housing Unit Inmates: Visitors will be processed by the visiting room officer at SCP Thomson for two-hour blocks of visiting on Saturdays and Sundays only. Ordinarily, SHU visits are non-contact visits.
14. A clear diaper bag, (no larger than 8"x8"x8") containing baby food or formula, clear plastic bottles and diapers will be allowed, but only the amount that will be consumed or used during the visit. The diaper bag will be supervised by the visiting room officers at their station and accessed by the parent when needed.

ANY VIOLATION OF VISITING REGULATIONS MAY RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.

Federal Tort Claims

If the negligence of institution staff results in personal injury, property loss or damage to an inmate, such actions can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. This form can be obtained from the Unit Team.

Liens

You are prohibited from obtaining or possessing Uniform Commercial Code (UCC) Financing Statement (lien) and attendant forms, documents and materials. You are further prohibited from possessing any documents, letters, papers, etc., that contain personal information, including but not limited to home addresses, home telephone numbers, social security numbers, financial information, deed information, etc., of any Federal or state government official, including but not limited to Bureau of Prisons' staff, United States Attorneys, Assistant United States Attorneys, judges, governors, and agents of the Federal Bureau of Investigation, Drug Enforcement Agency, and Alcohol Tobacco & Firearms.

If you are found to be in possession of these types of documents or information, the materials will be confiscated as hard contraband, the correct law enforcement agency will be notified as appropriate and incident reports will be written, as appropriate.

Fire Prevention and Control

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member so that property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards are not acceptable. Regular fire inspections are made in each Unit by qualified professionals.

Each inmate is responsible for reviewing the fire evacuation plans posted in the housing Units, recreation areas, food service, work sites and all general areas, for the nearest escape route.

PROBLEM RESOLUTION

Inmate Request to Staff Member

The BOP form BP-148, Inmate Request to Staff, commonly called a "Cop-Out", is used to make a written request to a staff member. Any type of request can be made with this form. Cop-Outs may be obtained from your Unit Team. Staff members who receive a Cop-Out will answer the request in a reasonable period of time. The answer will be written on the bottom of the request form or by an attached memorandum.

Administrative Remedies

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by communication or Inmate Request to Staff Member forms. When informal resolution is not successful however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is to attempt an informal resolution. If the issue cannot be informally resolved, the Counselor will issue a BP-229, commonly referred to as a "BP-9." The inmate will return the completed BP-229 to the Counselor. The BP-229 complaint must be filed within 20 calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have 20

calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional 20 days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible and within 48 hours from receipt of the complaint. If the inmate is not satisfied with the response to the BP-229, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 20 calendar days from the date of the BP-229 response. The Regional Appeal is written on a BP-230 form and must have a copy of the BP-229 form and response attached. The Regional Appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. The inmate must be notified of the extension. If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 form and must have copies of the BP-229 and BP-230 forms and responses.

The National Appeal must be answered within 40 calendar days, but the time limit may be extended an additional 40 days. The inmate must be notified of the extension. These forms may be obtained from your Unit Team.

Sensitive Complaints

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a BP-229 at the institution.

ESCAPE

As an inmate at the SCP, you are only authorized to be in specific areas. Generally, you are not allowed to leave the boundaries of the SCP. The only exceptions to this general rule are as follows: Work details, furloughs and release. If you have a work detail that allows you to be outside SCP Thomson, you are only so authorized during work hours. Further, you are limited to those specific locations designated by staff. You are not free to go wherever you choose. Furloughs and releases must be accompanied by proper written authorization. This documentation will detail the specific limitations on where you may go, when you leave and, in the case of a furlough, when you must return.

If you leave these assigned areas you may be charged with the crime of escape. You may also be subjected to disciplinary action within the Bureau of Prisons (BOP). Whether you intend to return is immaterial - you are not allowed to leave the boundaries of the SCP without specific authorization from staff. Absent such authorization, you are committing the crime of escape and may be prosecuted for this action. See 18 U.S.C. 751 and 752.

You may not aid another inmate in leaving the SCP for any reason. Doing so may result in disciplinary or criminal action being taken against you. If you are aware

of any escape or escape attempt you must immediately notify staff.

DISCIPLINE

The inmate discipline program helps ensure the safety, security and orderly operation for all inmates. Violations of BOP rules and regulations are handled by the Unit Discipline Committee (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). Upon arrival at an institution, inmates are advised of the rules and regulations and are provided with copies of the Prohibited Acts and Available Sanctions, as well as local regulations.

Inmate Discipline Information

When a staff member witnesses or reasonably believes an inmate has committed a prohibited act, a staff member will issue an incident report, a written copy of the charges, against an inmate. The incident report will ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate's involvement in the incident. If the incident is referred for prosecution, the incident report is delivered by the end of the next work day after it has been released for administrative processing. An informal resolution of the incident may be attempted at any stage of the discipline process. If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged for all violations in the Moderate and Low severity categories. Staff may suspend disciplinary proceedings up to two calendar weeks while informal resolution is undertaken. If an informal resolution is not accomplished, staff will reinstate the discipline process at the stage at which they were suspended. Violations in the Greatest and High severity categories cannot be informally resolved and must be forwarded to the DHO for final disposition.

Initial Hearing

Inmates will ordinarily be given an initial hearing within five work days after the incident report is issued, excluding the day it was issued, weekends and holidays. The Warden must approve, in writing, the any extension over five days. The inmate is entitled to be present at the initial hearing and may make statements and present documentary evidence. The UDC must give its decision in writing to the inmate by the close of the next work day. The UDC may make findings on Moderate and Low severity offenses. The UDC will automatically refer Greatest and High severity offenses to the DHO for final disposition.

Discipline Hearing Officer (DHO)

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on all Greatest and High severity prohibited acts and other violations referred by the UDC at the Moderate and Low severity levels. The DHO may not hear any case not referred by the UDC. An inmate will be provided with advance written notice of the charge(s) not less than 24 hours before the inmate's appearance before the DHO. Inmates may waive this requirement. Inmates may appear before the DHO either in person or electronically (for example, by video or telephone conferencing). The Warden provides a full-time staff member to represent an inmate, if requested. An inmate may make statements and present documentary evidence on his or her behalf. The inmate may request witnesses appear at the DHO hearing to provide statements. The DHO will call witnesses who have information directly relevant to the charge(s) and are reasonably available. The DHO will request a statement from all unavailable

witnesses whose testimony is deemed relevant. Inmates may not question a witness at the hearing; however, the staff representative and/or the DHO will question the witness(es). An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. An inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security may be jeopardized. The DHO may postpone or continue a hearing for good cause or disposition when the case does not warrant DHO involvement, or may refer an incident report back for further investigation or review. The DHO will give the inmate a written copy of the decision and disposition, ordinarily within 15 days of the decision.

Appeals of Disciplinary Actions

Appeals of all disciplinary actions may be made through the Administrative Remedy Program. The initial reviewing official for the UDC is the Warden. The decision of the DHO is final and subject to review only by the Regional Director through the Administrative Remedy program. Appeals are made to the Regional Director (BP-230) and the General Counsel (BP-231). On appeal, the reviewing authority (Warden, Regional Director, or General Counsel) considers:

- Whether the UDC or DHO substantially complied with regulations on inmate discipline.
- Whether the UDC or DHO based its decision on facts. If there is conflicting evidence, whether the decision was based on the greater weight of the evidence.
- Whether an appropriate sanction was imposed for the severity level of the prohibited act and other relevant circumstances.

SPECIAL HOUSING UNIT STATUS

Special Housing Units (SHUs) are housing Units in BOP institutions where inmates are securely separated from the general inmate population and may be housed either alone or with other inmates. SHU helps ensure the safety, security and orderly operation of correctional facilities and to protect the public by providing alternative housing assignments for inmates removed from the general population.

When placed in the SHU, you are either in administrative detention (A/D) status or disciplinary segregation (D/S) status.

Administrative detention (A/D) status: A/D is an administrative status which removes you from the general population when necessary to ensure the safety, security and orderly operation of correctional facilities, or protect the public. Administrative detention status is non-punitive and can occur for a variety of reasons.

You may be placed in A/D status for the following reasons:

- Pending Classification or Reclassification: You are a new commitment pending classification or under review for Reclassification. This includes newly arrived inmates from the bus, airlift and U. S. Marshals Service.

- Holdover Status: You are in holdover status during transfer to a designated institution or other destination.
- Removal from general population: Your presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution.
- Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law.
- Transfer: You are pending transfer to another institution.
- Protection cases: You requested, or staff determined you require, administrative detention status for your own protection.
- Post-disciplinary detention: You are ending confinement in disciplinary segregation status and your return to the general population would threaten the safety, security and orderly operation of a correctional facility, or public safety.

When placed in A/D status, you will receive a copy of the administrative detention order, ordinarily within 24 hours, detailing the reason(s) for your placement. However, when placed in A/D status pending classification or while in holdover status, you will not receive an administrative detention order.

In A/D status, you are ordinarily allowed a reasonable amount of personal property and reasonable access to the commissary.

Disciplinary segregation (D/S) status: D/S is a punitive status imposed only by a Discipline Hearing Officer (DHO) as a sanction for committing prohibited act(s). When you are placed in D/S status as a sanction for violating BOP regulations, you will be informed by the DHO at the end of your discipline hearing.

In D/S status, your personal property will be impounded, with the exception of limited reading/writing materials and religious articles. Your commissary privileges may also be limited.

In either status, your amount of personal property may be limited for reasons of fire safety or sanitation. The Warden may modify the quantity and type of personal property allowed. Personal property may be limited or withheld for reasons of security, fire safety, or housekeeping. The unauthorized use of any authorized item may result in the restriction of the item. If there are numerous misuses of an authorized item, the Warden may determine that the item will not be issued in the SHU.

Program staff, including Unit staff, will arrange to visit inmates in SHU within a reasonable time after receiving the inmate's request. A Health Services staff member will visit you daily to provide necessary medical care. While in SHU, you may continue taking your prescribed medications. In addition, after every 30 calendar days of continuous placement in either A/D or D/S status, a Mental Health staff member will examine and interview you.

ATTACHMENTS

Inmate Health Care Rights And Responsibilities	A
Program Statement, 5270.7, INMATE DISCIPLINE AND SPECIAL HOUSING UNITS, CHAPTERS 2,3 AND 4	B
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ATTACHMENT A

Inmate Health Care Rights and Responsibilities

1. You have the right to health care services, based on the local procedures at this institution. Health services include medical and dental sick call and all support services.

2. You have the right to be offered a "Living Will," or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.

3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.

4. You have the right to know the name and professional status of your health care providers.

5. You have the right to be treated with respect, consideration and dignity.

6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.

7. You have the right to be examined in privacy.

8. You have the right to obtain copies of certain releasable portions of your health record.

1. You have the responsibility to comply with the health care policies of this institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet and following all health related instructions with which you are provided.

2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.

4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

5. You have the responsibility to treat staff in the same manner.

6. You have the responsibility to keep this information confidential.

7. You have the responsibility to comply with security procedures.

8. You have the responsibility of being familiar with the current policy to obtain these records.

9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.

10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.

12. You have the right to request a routine physical examination, as often as every two years. If you are over the age of 50, you may request an examination once a year.

13. You have the right to dental care as defined in BOP policy to include preventive services, emergency and routine care.

14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.

15. You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.

9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.

10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

11. You have the responsibility to eat healthy and not abuse or waste food or drink.

12. You have the responsibility to notify medical staff that you wish to have an examination.

13. You have the responsibility to maintain your oral hygiene and health.

14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

ATTACHMENT B

CHAPTER 1

' 541.3 Prohibited acts and available sanctions.

(a) *Prohibited acts.* The list of prohibited acts are divided into four separate categories based on severity: Greatest; High; Moderate; Low. We describe the prohibited acts in Table 1 - Prohibited Acts and Available Sanctions. Aiding, attempting, abetting, or making plans to commit any of the prohibited acts is treated the same as committing the act itself.

(b) *Available sanctions.* The list of available sanctions for committing prohibited acts is listed in Table 1 - Prohibited Acts and Available Sanctions. If you commit repetitive prohibited acts, we can impose increased sanctions, as listed in Table 2 - Additional Available Sanctions for Repeated Prohibited Acts Within the Same Severity Level.

(1) **Greatest Severity Level Offenses.** The Discipline Hearing Officer (DHO) imposes one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated "violent" (an inmate who, per the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (an inmate sentenced for an offense committed on or after April 26, 1996, per the Prison Litigation Reform Act). The DHO may impose any available sanctions (A through M) in addition to sanctions A through E. All Greatest severity level charges must be referred to the DHO.

(2) **High Severity Level Offenses.** The DHO imposes one or more of sanctions A through M, and, except as noted in the sanction, may also suspend one or more sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated "violent" and for a PLRA inmate. All High severity level charges must be referred to the DHO.

Prohibited Act Code 225, Stalking, is for the purpose of punishing repetitive inmate behavior, i.e. loitering, staring, leering, inappropriate remarks (short of insolence, profanity, or sexual proposals), that are not clearly covered by another prohibited act code. When staff encounter such behavior, the inmate should be specifically warned that it is inappropriate and must cease. If the behavior fits another prohibited act code provision, the inmate should be charged with violating that specific provision instead of stalking. Examples of other prohibited act code behavior that may be used instead of Code 225, Stalking, include, but are not limited to Insolence (Code 312), Being in an Unauthorized Area (Code 316), Threatening (Code 203) and Making a Sexual Proposal or Threat (Code 206).

(3) **Moderate Severity Level Offenses.** The DHO imposes at least one sanction A through M, but, except as noted in the sanction, may suspend any sanction(s) imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated "violent" and for a PLRA inmate.

Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction F through M, but may suspend any sanctions imposed.

The UDC ordinarily refers to the DHO a moderate severity level charge for a VCCLEA inmate rated "violent" or for a PLRA inmate if the inmate was found to have committed two moderate offenses during his/her current anniversary year (the 12-month period for which an inmate may be eligible to earn good conduct time [GCT]). The UDC must document the reasons why a third charge for such an inmate was not referred to the DHO.

A prohibited act charge for 331 involving tobacco or nutritional supplements must be referred to the DHO for final disposition.

(4) **Low Severity Level Offenses.** The DHO imposes at least one sanction B.1, or D through M. The DHO may suspend any sanction(s) imposed; however, a B.1 sanction may not be suspended. Except for charges referred to the DHO, the UDC imposes at least one sanction F through M, but may suspend any sanction(s) imposed.

The UDC ordinarily refers to the DHO a low severity level charge for a VCCLEA inmate rated "violent" or for a PLRA inmate if the inmate had been found to have committed three low offenses during his/her current anniversary year. The UDC must document the reasons why a charge for such an inmate was not referred to the DHO.

Sanction B.1 may be imposed on the Low severity level **only** if the inmate has committed a Low severity level prohibited act more than once within a six-month period (except for a VCCLEA inmate rated "violent" or a PLRA inmate).

(5) **All Severity Level Offenses.** In all categories of severity, **aiding** another person to commit any of these offenses, **attempting** to commit them, or **making plans** to commit them, **is considered equivalent to committing the offense itself.** In these cases, the letter "A" is combined with the offense code. For example, planning an escape is Escape, Code 102A. Attempting to adulterate food or drink is Code 209A.

When the prohibited act is **Interfering with a Staff Member in the Performance of Duties (Code 198, 298, 398 or 498) or Conduct Which Disrupts (Code 199, 299, 399, or 499)**, the DHO or UDC must specify the severity level of the conduct that is most comparable to an offense(s) at that severity level. **Example:** "I find the act of Conduct Which Disrupts (Code 299) to be of High severity level, most comparable to the prohibited act of Engaging in a Group Demonstration (Code 212)."

Suspensions of any sanction cannot exceed six months. Suspended sanctions may only be revoked and executed if the inmate is found to have committed a subsequent prohibited act. Only the DHO may execute, suspend, or revoke and execute suspension of sanctions A through E (B and B.1. may never be suspended). The DHO or UDC may execute, suspend, or revoke and execute suspensions of sanctions F through M. The DHO may execute UDC-suspended sanctions. The UDC may **not** execute DHO-suspended sanctions A through E.

When an inmate receives an incident report while on a DHO-imposed, but suspended sanction, the new incident report is forwarded by the UDC to the DHO, both for a final disposition on the new incident report and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new incident report. The DHO may return an incident report to the UDC if a decision not to execute the suspended sanction is made.

The UDC or DHO may impose increased sanctions for repeated, frequent offenses per the guidelines in Table 2.

Noting that not all UDC or DHO decisions finding an inmate committed a prohibited act will result in a change to the inmate's security designation score, the Unit Team may recommend a greater security transfer, using their professional judgment and in accordance with the policy on Inmate Security Designation and Custody Classification.

' 541.4 Loss of good conduct sentence credit as a mandatory sanction.

(a) You will lose good conduct sentence credit as a mandatory disciplinary sanction if you are in one of the following two groups:

(1) *VCCLEA-violent inmates*. If the date of your U.S. Code offense was on or after September 13, 1994, but before April 26, 1996, and you committed a "crime of violence" as defined by the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA); or

(2) *PLRA inmates and D.C. Code offenders*. If the date of your U.S. Code offense was on or after April 26, 1996, and, therefore under the Prison Litigation Reform Act (PLRA), or the date of your District of Columbia (DC) Code offense was on or after August 5, 2000.

(b) If you are an inmate in one of the above groups and commit a prohibited act, you will lose good conduct sentence credit as a mandatory disciplinary sanction. The amount of good conduct sentence credit you will lose depends on the severity level of the prohibited act(s) committed, as follows:

(1) *Greatest Severity Level Offenses*. You will lose at least 41 days, or 75% of available credit if less than 54 days are available for the prorated period, for each act committed.

(2) *High Severity Level Offenses*. You will lose at least 27 days, or 50% of available credit if less than 54 days are available for the prorated period, for each act committed.

(3) *Moderate Severity Level Offenses*. You will lose at least 14 days, or 25% of available credit if less than 54 days are available for the prorated period, after committing two or more Moderate Severity acts during the current year of your good conduct sentence credit availability.

(4) *Low Severity Level Offenses*. You will lose at least 7 days, or 12.5% of available credit if less than 54 days are available for the prorated period, after committing three or more Low Severity acts during the current year of your good conduct sentence credit availability.

Available Sanctions (upon finding the inmate committed the prohibited act(s)):

(A) Recommend Parole Date Rescission or Retardation. The DHO may recommend retardation or rescission of parole grants to the U.S. Parole Commission or respective parole authority.

(B) Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, or Terminate or Disallow Extra Good Time.

Forfeited good conduct time (GCT) is not eligible for restoration; however, *forfeited statutory good time* (SGT) may be restored. Restoration of statutory good time is approved at initial eligibility only when the inmate has shown a period of improved good behavior. When the Warden (or designee) denies restoration of forfeited statutory good time, the Unit team notifies the inmate of the reasons for denial. The Unit team establishes a new eligibility date, not to exceed six months from the date of denial.

An application for restoration of statutory good time is forwarded from the inmate's Unit team, through the DHO and Captain for comments, to the Warden for final decision.

Inmates who committed their crimes on or after November 1, 1987 and are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act, are only eligible to receive 54 days GCT credit (18 U.S.C. ' 3624(b)). This credit is given at the end of each year served and, once given, is vested. For these inmates, the DHO's authority is final and subject only to review by the Regional Director to ensure conformity with the discipline policy and by inmate appeal through Administrative Remedy procedures.

The SGT available for forfeiture is limited to an amount computed by multiplying the months served at the time of the offense for which forfeiture is taken, by the applicable monthly rate specified in 18 U.S.C. ' 4161 (less previous forfeiture or withholding). The amount of GCT available for forfeiture is limited to total days in "non-vested" status at the time of misconduct (less previous forfeiture).

Forfeiture of GCT may not be suspended.

Disallowance of extra good time is limited to extra good time for the calendar month in which the violation occurs. It may not be withheld or restored.

The sanction of termination or disallowance of extra good time may not be suspended.

Forfeited GCT will not be restored. Authority to restore forfeited SGT is delegated to the Warden and may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Table 2.)

To ensure an inmate's case is not overlooked when SGT has been forfeited, the Unit manager will ensure the eligibility requirements are reviewed for restoration per the time frames in the Program Statement on Classification and Program Review of Inmates. A recommendation of the Unit team for or against restoration is forwarded to the Warden through the DHO and Captain. Except as noted, eligibility for restoration of forfeited SGT is computed from the date of the withholding or forfeiture action by the DHO.

An inmate who has escaped and receives a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to BOP custody. The Warden refers to the Regional Director any case where exceptional circumstances support restoration of SGT before completion of the eligibility requirements.

Sanction B does not apply to inmates committed under the Comprehensive Crime Control Act for crimes committed on or after November 1, 1987 and prior to passage of the Violent Crime Control and Law Enforcement Act of 1994 (September 23, 1994). For

those inmates, the applicable sanction is B.1.

(B.1) Disallowance of Good Conduct Time (GCT). An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (committed a crime on or after November 1, 1987) may not receive SGT, but is eligible to receive 54 days GCT credit each year (18 U.S.C. ' 3624(b)). Once awarded, the credit is vested and may not be disallowed.

Crimes committed on or after September 13, 1994, and before April 26, 1996, (VCCLEA) credit is not vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or equivalent degree (or is exempt because of a learning disability).

For crimes committed on or after April 26, 1996, (PLRA and SRAA) GCT credit toward an inmate's service of sentence vests on the date the inmate is released. Once disallowed, the credit may not be restored, except by immediate review or appeal as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act.

A sanction of GCT disallowance may not be suspended. Only the DHO can take action to disallow GCT. The DHO considers the severity of the prohibited act and the suggested disallowance guidelines in making a determination.

A decision to go above the guideline is warranted for a greatly aggravated offense or a repeated violation of another prohibited act within a relatively short time (e.g. within 24 months for a greatest severity level prohibited act, 18 months for a high severity level prohibited act and 12 months for a moderate severity level prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. A decision above or below the guidelines will be justified in the DHO report.

VCCLEA inmates rated "violent" and PLRA inmates are ordinarily disallowed GCT for each prohibited act they are found to have committed at a DHO hearing, consistent with the following:

- **Greatest Severity Level Offenses.** A minimum of 41 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available GCT) for each act committed.
- **High Severity Level Offenses.** A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available GCT) for each act committed.
- **Moderate Severity Level Offenses.** A minimum of 14 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available GCT) for each act committed if the inmate has committed two or more moderate severity level offenses during the current anniversary period.
- **Low Severity Level Offenses.** A minimum of 7 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available GCT) for each act committed if the inmate has committed three or more low severity level offenses during the current anniversary period.

Except for VCCLEA inmates rated "violent" or PLRA inmates, Sanction B.1 may be

imposed on the Low Severity Level only where the inmate has committed a Low Severity Level act more than once within a six-month period.

GCT credit may only be given to an inmate serving a sentence of more than one year, but less than life. In the last year or part of a year of an inmate's sentence, only the GCT available for the time remaining may be disallowed.

(C) Disciplinary Segregation. The DHO may direct that an inmate be placed or retained in disciplinary segregation. Consecutive disciplinary segregation sanctions can be imposed for inmates found to have committed offenses that are part of different acts only. Limits on time in disciplinary segregation are based on the severity scale (see Tables 1 and 2).

Unless otherwise specified by the DHO, disciplinary segregation placements for different or separate prohibited acts are imposed consecutively.

(D) Make Monetary Restitution. The DHO may direct that an inmate reimburse the U.S. Treasury for damages to U.S. Government property that the individual caused or contributed to. The UDC is prohibited from imposing the sanction of monetary restitution.

Commissary privileges should be suspended by the DHO until restitution is made. See the Program Statement Trust Fund/Deposit Fund Manual for instructions regarding impoundment of inmate funds.

(E) Monetary Fine. The DHO may direct that an inmate pay a fine, as follows:

- Greatest Severity Level offense - Up to \$500, or 75% of the inmate's trust fund balance.
- High Severity Level offense - Up to \$300, or 50% of the inmate's trust fund balance.
- Moderate Severity Level offense - Up to \$100, or 25% of the inmate's trust fund balance.
- Low Severity Level offense - Up to \$50, or 12.5% of the inmate's trust fund balance.

Commissary privileges should be suspended until the fine is paid. See the Trust Fund/Deposit Fund Manual for instructions regarding impoundment of inmate funds.

This sanction cannot be used as a form of monetary restitution. The UDC is prohibited from imposing the sanction of monetary fine.

(F) Loss of Privileges (e.g. visiting, telephone, e-mail, commissary, movies, recreation). The DHO or UDC may direct that an inmate forego specific privileges for a specified time.

The DHO or UDC may impose non-contact visiting or immediate family-only visitation in addition to loss of visiting.

Loss of recreation privileges (exercise periods) may not be imposed on inmates in a Special Housing Unit (SHU), but may be used for general population inmates.

The DHO or UDC may impose a loss of mattress sanction from lights on to lights off for inmates in the SHU. Staff must ensure the inmate has a mattress from lights off

to lights on.

(G) Change Housing (Quarters). The DHO or UDC may direct that an inmate be moved to other housing.

(H) Remove from Program or Group Activity. The DHO or UDC may direct that an inmate not participate in any program or group activity for a specified time.

(I) Loss of Job. The DHO or UDC may direct that an inmate be removed from his/her present job or be assigned to another job.

(J) Impound Inmate's Personal Property. The DHO or UDC may direct that an inmate's personal property be stored in the institution for a specified time.

(K) Confiscate Contraband.

(L) Restrict Quarters. The DHO or UDC may direct that an inmate be confined to quarters or its immediate area for a specified time.

(M) Extra Duty. The DHO or UDC may direct that an inmate perform tasks other than those performed during his regular job.

APPENDIX B

SUMMARY OF INMATE DISCIPLINE SYSTEM

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution.

ordinarily maximum of 24 hours

2. Staff gives inmate notice of charges by delivering Incident Report.

maximum ordinarily of five work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends and holidays.)

3. Initial review (UDC)

minimum of 24 hours
(unless waived)

4. Discipline Hearing Officer (DHO) Hearing

NOTE: Time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinitiate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

APPENDIX C

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that you will be treated in a respectful, impartial and fair manner by all staff.

2. You have the right to be informed of the rules, procedures and schedules concerning operation of the institution.

3. You have the right to freedom of religious affiliation and voluntary worship.

4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.

5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.

6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases and conditions of your imprisonment.)

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

8. You have the right to

RESPONSIBILITIES

1. You are responsible for treating staff and other inmates in the same manner.

2. You have the responsibility to know and abide by them.

3. You have the responsibility to recognize and respect the rights of others in this regard.

4. You have the responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband and to seek medical and dental care as you may need it.

5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband and not to violate the law or Bureau guidelines through your correspondence.

6. You have the responsibility to present honestly and fairly your petitions, questions and problems to the courts.

7. You have the responsibility to use the services of the attorney honestly and fairly.

8. It is your responsibility to use

participate in the use of the Law Library reference materials to assist you in resolving legal problems. You also have the right to receive help, when it is available, through a legal assistance program.

9. You have the right to a wide range of reading materials for educational purposes and for your enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

10. You have the right to participate in educational and vocational training, counseling and employment programs as resources permit, and in keeping with your interests, needs and abilities.

11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts and for assisting your family, in accordance with Bureau rules.

these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to use the materials and assistance.

9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.

10. You have the responsibility to take advantage of activities which will aid you in learning to live a successful and law-abiding life within the institution and the community. You will be expected to abide by the regulations governing the participation in such activities.

11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court imposed assessments, fines and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs and for other obligations that you may have.

APPENDIX D

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, i.e. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; i.e. hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used)
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or

threat of force.

- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*i.e.* visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used)
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used)
- 211 Possessing any officer or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used)
- 215 (Not to be used)
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (i.e. fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).

- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used)
- 223 (Not to be used)
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (i.e. DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (i.e. use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High Severity prohibited act. This charge is to be used only when another charge of High Severity is not accurate. The offending conduct must be charged as "most like" one of the listed High Severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High Severity prohibited act. This charge is to be used only when another charge of High Severity is not accurate. The offending conduct must be charged as "most like" one of the listed High Severity prohibited acts.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (i.e. visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used)
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of Greater Severity, according to the nature of the order being

disobeyed, i.e. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).

- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of Greater Severity according to the nature of the item being reproduced, i.e. counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSD sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used)
- 323 (Not to be used)
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of

another person, having a value of \$100.00 or less.

- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (*i.e.* cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate Severity prohibited act. This charge is to be used only when another charge of Moderate Severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate Severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate Severity prohibited act. This charge is to be used only when another charge of Moderate Severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate Severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

- B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to three months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*i.e.* visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used)
- 401 (Not to be used)
- 402 Malingering, feigning illness.
- 403 (Not to be used)
- 404 Using abusive or obscene language.
- 405 (Not to be used)
- 406 (Not to be used)
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used)
- 409 Unauthorized physical contact (*i.e.* kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low Severity prohibited act. This charge is to be used only when another charge of Low Severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low Severity prohibited acts.
- 499 Conduct which disrupts or interferes with the security or orderly running of

the institution or the Bureau of Prisons most like another Low Severity prohibited act. This charge is to be used only when another charge of Low Severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low Severity prohibited acts.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- A. (Not to be used)
- B. (Not to be used)
- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- C. Make monetary restitution.
- D. Monetary fine.
- E. Loss of privileges (i.e. visiting, telephone, commissary, movies, recreation).
- F. Change housing (quarters).
- G. Remove from program and/or group activity.
- H. Loss of job.
- I. Impound inmate's personal property.
- J. Confiscate contraband.
- K. Restrict to quarters.
- L. Extra duty.

ACTS WITHIN THE SAME SEVERITY LEVEL

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2 nd offense	1. Disciplinary segregation (up to one month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3 rd or more offense	Any available Moderate severity level sanction (300 series).
Moderate Severity (300 level)	12 months	2 nd offense	1. Disciplinary segregation (up to six months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3 rd or more offense	Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2 nd offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3 rd or more offense	Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2 nd or more offense	Disciplinary Segregation (up to 18 months).

ATTACHMENT C

Directions to SCP Thomson:

From the West (Des Moines, IA): Take I-235 E. Merge onto I-80 E via EXIT 137A toward Davenport Merge onto US-61 N via EXIT 295B toward Eldridge/DeWitt Merge onto US-30 E via EXIT 137 toward De Witt/Clinton Turn right onto 8th Ave S/US-30 E. Continue to follow US-30 E (crossing into Illinois). Turn left onto Waller Rd/IL-84. Continue to follow IL-84.

From the North (Madison, WI): Take S Park St/US-151 S. Continue to follow S Park St South. S Park St South becomes US-14 E. Turn right onto State Road 92/WI-92. Continue to follow WI-92. Turn left onto S Rutland St/WI-104/County Hwy-T. Continue to follow WI-104/County Hwy-T. Turn right onto WI-59/State Road 59. Continue to follow WI-59. Turn right onto E Main St/WI-59. Turn left onto Vine St/WI-59. Continue to follow WI-59. Merge onto WI-11 W toward Dubuque. Turn left onto County Hwy-M/Mill St. Continue to follow County Hwy-M. Turn left onto County Hwy-B/County Hwy-M/County Road B. Take the 1st right onto County Hwy-M/County Road M (crossing into Illinois). County Hwy-M/County Road M becomes IL-73. Turn right onto IL Route 64/US-52 W/IL-64. Continue to follow US-52 W/IL-64. Turn left onto S Clay St/IL-78. Continue to follow IL-78. Turn right onto Argo Fay Rte. Argo Fay Rte becomes Main St. Turn right onto Illinois Route 84/IL-84.

From the South (Springfield, IL): Take IL-97E. Continue to follow IL-97 E. Merge onto I-55 N toward Chicago. Merge onto I-155 N via EXIT 127 on the left toward Peoria/Hartsburg. Merge onto I-74 W via the exit on the left toward Peoria. Merge onto I-80 W via the exit on the left toward Davenport. Take the IL-84 exit, EXIT 1, toward East Moline/Savanna. Turn right onto IL-84/Route 84 N. Continue to follow IL-84.

From the East (Chicago, IL): Take I-290 W/Chicago-Kansas City Expressway W/Eisenhower Expy W. Keep left to take I-88 W/Chicago-Kansas City Expressway W via EXIT 15A toward Indiana/Aurora (Portions toll). Take EXIT 36 toward US-30 W/Clinton. Merge onto Lincoln Hwy W. Lincoln Hwy W becomes US-30 W. Turn slightly right onto Fulton Rd/IL-136. Turn right onto Waller Rd/IL-84. Continue to follow IL-84.

ATTACHMENT D

Facility Address: Committed Name
Register Number
Satellite Camp
Post Office Box 1002
Thomson, IL 61285

Regional Office: Federal Bureau of Prisons
North Central Regional Office
400 State Avenue
Tower II, Suite 800
Kansas City, KS 66101

Central Office: Federal Bureau of Prisons
Office of the Director
320 First Street, N.W.
Washington, DC 20534

Send Money to: Committed Name
Register Number
Post Office Box 474701
Des Moines, Iowa 50947-0001

Western Union: Inmate Register Number
Committed Name
City Code : FBOP
State Code: DC

www.westernunion.com (select bill payment, then select quick collect)

1-800-634-3422 (select option 2)

The only way an inmate can receive money is through the mail and through Western Union.

Miscellaneous: www.bop.gov